



**Board of Trustees Meeting
Tuesday November 12, 2024 6:00 pm (Tuesday Meeting)
Community Room**

Watch here: <https://www.youtube.com/@bethlehempubliclibrary9609>

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

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

Agenda

- Call to order
- Public participation
- **Audit presentation (p. 2-49)**
- Review of previous meeting minutes (p. 50-55, p. 56)
- Financial report (p. 57-66)
 - Treasurer's update (p. 57)
- Personnel report (p. 67)
 - Personnel actions
- Director's report (p. 68-75)
- UHLS report
- New business
 - Engineering questions
 - New York State Retirement invoice (p. 76-77)
 - Other new business
- Old business
 - Other old business
- Future business
- Public participation
- Adjournment

Next board meeting: December 9, 2024 6:00 pm

Next Friends of the Library meeting: Monday December 16, 2024 6:30 pm

_____, 2024

Board of Trustees
Bethlehem Public Library

We have audited the financial statements of Bethlehem Public Library (the Library) as of and for the year ended June 30, 2024 and have issued our report thereon dated _____, 2024. Professional standards require that we advise you of the following matters relating to our audit.

Our Responsibility in Relation to the Financial Statement Audit

As communicated in our engagement letter dated July 9, 2024, our responsibility, as described by professional standards, is to form and express an opinion(s) about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of the system of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting. Accordingly, as part of our audit, we considered the system of internal control of Bethlehem Public Library solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

Planned Scope and Timing of the Audit

We conducted our audit consistent with the planned scope and timing we previously communicated to you.

Compliance with All Ethics Requirements Regarding Independence

The engagement team, others in our firm, as appropriate, our firm, and our network firms have complied with all relevant ethical requirements regarding independence. Safeguards in place to eliminate or reduce threats to independence to an acceptable level include a skilled, knowledgeable, and experienced Business Manager, Treasurer and Library Director who reviews draft financial statements prior to issuance and accepts responsibility for them.

Significant Risks Identified

Professional auditing standards require that we identify and assess risks and design and perform our audit procedures to assess those risks. The identification of a risk does not mean that it has occurred, but rather it has the potential to impact the financial statements. We have identified the following significant risks: management override of controls based on its potential significance to the financial statements and revenue recognition.

Qualitative Aspects of the Entity's Significant Accounting Practices

Significant Accounting Policies

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by Bethlehem Public Library is included in Note 2 to the financial statements. There have been no initial selection of accounting policies and no changes in significant accounting policies or their application during 2024. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

Significant Accounting Estimates and Related Disclosures

Accounting estimates and related disclosures are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments. The most sensitive accounting estimates affecting the financial statements are:

1. Management's estimate of the compensated absences is based upon accumulated of unused vacation hours, rates of pay and the probability of retirement.
2. Management's estimate of the other postemployment benefits and related deferred inflows/outflows is based on an actuarial calculation provided by a third party.
3. Management's estimate of the net pension asset/liability and deferred outflows/inflows is based on actuarial assumptions provided by the individual state plans.

We evaluated the key factors and assumptions used to develop the estimates above and determined that they are reasonable in relation to the basic financial statements taken as a whole and in relation to the applicable opinion units.

Financial Statement Disclosures

Certain financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting Bethlehem Public Library's financial statements related to the other postemployment benefits and pension plans.

Significant Difficulties Encountered during the Audit

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

Uncorrected and Corrected Misstatements

For purposes of this communication, professional standards also require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole and each applicable opinion unit. The attached schedule summarizes uncorrected financial statement misstatements whose effects in the current and prior periods, as determined by management, are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. Uncorrected misstatements or matters underlying those uncorrected misstatements could potentially cause future-period financial statements to be materially misstated, even though the uncorrected misstatements are immaterial to the financial statements currently under audit.

In addition, professional standards require us to communicate to you all material, corrected misstatements that were brought to the attention of management as a result of our procedures. None of the misstatements identified as a result of our audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to Bethlehem Public Library's financial statements or the auditor's report. No such disagreements arose during the course of the audit.

Representations Requested from Management

We have requested certain written representations from management, which are included in the separate letter dated _____, 2024.

Management's Consultations with Other Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

Other Significant Matters, Findings, or Issues

In the normal course of our professional association with Bethlehem Public Library, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, significant events or transactions that occurred during the year, operating and regulatory conditions affecting the entity, and operational plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as Bethlehem Public Library's auditors.

This report is intended solely for the information and use the Board of Trustees, and management of Bethlehem Public Library and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

MENGEL, METZGER, BARR & CO. LLP

Bethlehem Public Library
Summary of Audit Differences
June 30, 2024

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		<u>Current Year Over (Under) Statement</u>
Statement of Activities		
No current year items		\$ -
Cumulative effect on change in net position (before effect of prior year differences)		<u>-</u>
Prior year general support expenses - overstated		\$ 16,992
Cumulative effect on change in net position (after effect of prior year differences)		<u>\$ 16,992</u>
Statement of Net Position Misstatements		
Net Position		
Beginning	<u>\$ (16,992)</u>	<u>-</u>
Ending		<u>-</u>
Total Liabilities, Deferred Inflows of Resources, and Net Position		<u>\$ -</u>

**BETHLEHEM PUBLIC LIBRARY
FINANCIAL REPORT
JUNE 30, 2024**

Draft

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INDEPENDENT AUDITOR'S REPORT

Board of Trustees
Bethlehem Public Library

Report on the Audit of the Financial Statements

Opinions

We have audited the financial statements of the governmental activities and each major fund of Bethlehem Public Library (Library) as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the Library's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of Bethlehem Public Library as of June 30, 2024, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Bethlehem Public Library, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Bethlehem Public Library's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Bethlehem Public Library's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Bethlehem Public Library's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that management's discussion and analysis on pages 4-9, budgetary comparison information on page 37, schedule of changes in total OPEB liability on page 38, schedule of proportionate share of the net pension liability (asset) on page 39, and schedule of contributions to employees' retirement system on page 40 be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by *Government Auditing Standards*

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In accordance with *Government Auditing Standards*, we have also issued our report dated ____, 2024, on our consideration of Bethlehem Public Library's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Bethlehem Public Library's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Bethlehem Public Library's internal control over financial reporting and compliance.

Latham, NY
, 2024

Draft

BETHLEHEM PUBLIC LIBRARY

MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED) FOR THE FISCAL YEAR ENDED JUNE 30, 2024

Our discussion and analysis of Bethlehem Public Library's (Library) financial performance provides an overview of the financial activities for the year ended June 30, 2024. This document should be read in conjunction with Bethlehem Public Library's financial statements.

USING THIS FINANCIAL REPORT

This financial report consists of a set of financial statements and notes. The statement of net position and the statement of activities provide information about the activities of Bethlehem Public Library as a whole and present a longer-term view of the Library's finances. Fund financial statements begin thereafter. For governmental activities, these statements tell how these services were financed in the short-term, as well as what remains for future spending. Fund financial statements also report Bethlehem Public Library's operations in more detail than the government-wide statements by comparing budget totals to actual.

REPORTING ON BETHLEHEM PUBLIC LIBRARY AS A WHOLE

Our analysis of Bethlehem Public Library as a whole begins below. One of the most important questions asked about the Library's finances is, *Is Bethlehem Public Library, as a whole, better off or worse off as a result of the year's activities?* The statement of net position and the statement of activities report information about the Library as a whole and about its activities in a manner that helps answer this question. These statements include all assets and liabilities using the accrual basis of accounting, which is similar to the accounting used by most private-sector companies. All of the current year's revenue and expenses are taken into account regardless of when cash is received or paid.

These two statements report Bethlehem Public Library's net position and changes in them. You can think of the Library's net position - the difference between assets and liabilities - as one way to measure the Library's financial health, or financial position. Over time, increases or decreases in Bethlehem Public Library's net position are one indicator of whether its financial health is improving or deteriorating.

THE GOVERNMENT AS A WHOLE

The Library's net position increased from \$4,432,300 to \$4,805,700 as depicted in the following table.

Table 1 - Net Position (Rounded) Governmental Activities

	<u>2024</u>	<u>2023</u>
Current assets	\$ 4,288,100	\$ 4,784,500
Noncurrent assets	3,755,100	3,030,200
Total assets	<u>8,043,200</u>	<u>7,814,700</u>
Deferred outflows of resources	<u>855,300</u>	<u>1,101,900</u>
Total assets and deferred outflows of resources	<u>\$ 8,898,500</u>	<u>\$ 8,916,600</u>
Current liabilities	\$ 359,900	\$ 394,100
Long-term liabilities	3,058,700	3,955,500
Total liabilities	3,418,600	4,349,600
Deferred inflows of resources	<u>674,100</u>	<u>134,700</u>
Total liabilities and deferred inflows of resources	<u>\$ 4,092,700</u>	<u>\$ 4,484,300</u>
Net position:		
Invested in capital assets	\$ 3,758,700	\$ 3,030,200
Unrestricted	<u>1,047,000</u>	<u>1,402,100</u>
Total net position	<u>\$ 4,805,700</u>	<u>\$ 4,432,300</u>

THE GOVERNMENT AS A WHOLE (Continued)

Table 2 - Change in Net Position (Rounded) Governmental Activities

	<u>2024</u>	<u>2023</u>
Revenues:		
Program revenue:		
Charges for services	\$ 26,900	\$ 22,000
Operating grants	25,400	25,300
General revenue:		
Real property taxes	4,641,200	4,542,400
Use of money and property	207,100	128,100
Gifts and donations	27,100	10,600
Total revenue	<u>4,927,700</u>	<u>4,728,400</u>
Program expenses:		
General support	2,375,300	2,451,400
Library operations	2,179,000	2,253,100
Total expenses	<u>4,554,300</u>	<u>4,704,500</u>
Change in net position	<u>\$ 373,400</u>	<u>\$ 23,900</u>

The Library's fiscal year 2024 revenue totaled approximately \$4,928,000 (see Table 2). Property taxes accounted for 94% and 96% of total revenue for the years ended June 30, 2024 and 2023, respectively. Approximately 53% and 50% of total expenses were comprised of salary for librarians and support staff for the years ended June 30, 2024 and 2023, respectively.

THE GOVERNMENT AS A WHOLE (Continued)

Table 3 - Governmental Activities (Rounded)

	<u>2024</u>	
	<u>Total Cost of Services</u>	<u>Net Cost of Services</u>
General Support	\$ 2,375,300	\$ 2,375,300
Library operations	<u>2,179,000</u>	<u>2,126,700</u>
Totals	<u>\$ 4,554,300</u>	<u>\$ 4,502,000</u>

	<u>2023</u>	
	<u>Total Cost of Services</u>	<u>Net Cost of Services</u>
General Support	\$ 2,451,400	\$ 2,451,400
Library operations	<u>2,253,100</u>	<u>2,205,800</u>
Totals	<u>\$ 4,704,500</u>	<u>\$ 4,657,200</u>

Table 3 presents the Library's two governmental functions: general support and library operations - as well as each program's net cost (total cost less revenue generated by the activities). The net cost shows the financial burden that was placed on the Library by each of these functions.

Significant analysis follows:

- The cost of all governmental activities this year was \$4,554,300.
- The users of the Library's programs financed \$26,900 of the costs.
- State operating grants subsidized certain programs with contributions in the amount of \$25,400.
- Most of the Library's net costs (\$4,502,000) were financed by local taxpayers.

FUND ANALYSIS

The Library utilizes two funds - General and Capital Projects. The General Fund is used for the operations of the Library and the Capital Projects Fund accounts for various library improvement projects. Significant activities in the General Fund consist of salary and benefits to library staff, maintenance and operation of the library building, and purchase of books, periodicals, and other resources for the community's use. The General Fund ended the year with an operating deficit of (\$167,521) and a fund balance of \$4,065,531. The Capital Projects Fund ended the year with an operating deficit of (\$294,719) and fund balance deficit of (\$137,391) during the year ended June 30, 2024.

GENERAL FUND BUDGETARY HIGHLIGHTS

In the 2024 budget, general fund revenue was projected to be \$4,742,992 and actual revenue was \$4,927,664 resulting in a favorable variance of \$184,652.

Expenditures were budgeted, after adjustments, at \$4,845,563; actual expenditures were, excluding transfers, \$4,535,165 resulting in a favorable variance of \$253,613 after applying encumbrances. The majority of the favorable variance was due to savings in budgeted staff salaries and benefits, and savings in capital expenditures.

The final budget had anticipated that the fund balance would be drawn down by \$102,571, but actual results was an decrease in fund balance of \$167,521.

The general fund balance at the end of the year was \$4,065,531. The current fund balance is sufficient to sustain library operations in the three-month period between the end of the fiscal year and the receipt of tax revenue for the new fiscal year.

CAPITAL ASSET AND DEBT ADMINISTRATION

Capital Assets

As of June 30, 2024, the Library had \$3.7 million invested in a broad range of capital assets including buildings, and building improvements, computers, and other research and educational equipment, net of accumulated depreciation.

Table 4 - Capital Assets Net of Depreciation (Rounded)

	<u>2024</u>	<u>2023</u>
Furniture and equipment	\$ 856,100	\$ 837,900
Land/land improvements	814,000	803,000
Construction-in-progress	1,097,400	242,700
Buildings/building improvements	5,124,300	5,124,300
Less: accumulated depreciation	<u>(4,136,700)</u>	<u>(3,977,700)</u>
Capital assets, net	<u>\$ 3,755,100</u>	<u>\$ 3,030,200</u>

No new debt was incurred during 2024 and the Library was debt free as of June 30, 2024. However, the Library has committed to provide certain benefits to its employees that create long-term obligations. More detailed information about the Library's long-term liabilities is presented in the notes to the financial statements.

FACTORS BEARING ON THE FUTURE OF THE LIBRARY

The Library was aware of existing circumstances that could significantly affect its financial health in the future:

New York State's tax cap legislation will have a financial impact on future library operations.

Health insurance costs will continue to see significant increases.

The cost of the New York State Retirement Benefits will fluctuate as the market conditions change.

The Board is working with an architect on plans for a renovation project which is in the final design phase. A bond referendum is anticipated in December 2024. If it passes, the library will move forward with the SEQR process and construction in FY 2025. The Board anticipates using a portion of the Library's Fund Balance for expenses relating to the building project.

CONTACTING BETHLEHEM PUBLIC LIBRARY'S FINANCIAL MANAGEMENT

This financial report is designed to provide our citizens, taxpayers, customers, investors, and creditors with a general overview of Bethlehem Public Library's finances and to show Bethlehem Public Library's accountability for the money it receives.

If you have questions about this report or need additional financial information, please contact:

Geoffrey Kirkpatrick,
Library Director
Bethlehem Public Library
451 Delaware Avenue
Delmar, NY 12054

**BETHLEHEM PUBLIC LIBRARY
STATEMENT OF NET POSITION
JUNE 30, 2024**

ASSETS AND DEFERRED OUTFLOWS OF RESOURCES

Current Assets

Cash	\$ 1,625,417
Investments	2,640,270
Prepaid expenses	22,392
Total Current Assets	<u>4,288,079</u>

Noncurrent Assets

Capital assets, net	3,755,111
Total Noncurrent Assets	<u>3,755,111</u>

Deferred Outflows of Resources

Pension	<u>855,331</u>
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TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES

\$ 8,898,521

LIABILITIES AND DEFERRED INFLOWS OF RESOURCES

Current Liabilities

Accounts payable	\$ 258,630
Accrued liabilities	18,730
Due to employees' retirement system	80,979
Deferred Revenue	1,600
Total Current Liabilities	<u>359,939</u>

Long-Term Liabilities

Compensated absences	122,573
Net pension liability - ERS	1,093,021
Other postemployment benefits	1,843,114
Total Long-Term Liabilities	<u>3,058,708</u>

Deferred Inflows of Resources

Pension	<u>674,137</u>
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TOTAL LIABILITIES AND DEFERRED INFLOWS OF RESOURCES

4,092,784

NET POSITION

Investment in capital assets	3,758,710
Unrestricted	1,047,027
Total Net Position	<u>4,805,737</u>

TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND NET POSITION

\$ 8,898,521

BETHLEHEM PUBLIC LIBRARY
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2024

		<u>Program Revenue</u>		<u>Net (Expense)</u>
	<u>Expenses</u>	<u>Charges for</u>	<u>Operating</u>	<u>Revenue and</u>
		<u>Services</u>	<u>Grants</u>	<u>Change in</u>
				<u>Net Position</u>
Government Activities				
General support	\$ 2,375,271	\$ -	\$ -	\$ (2,375,271)
Library operations	<u>2,178,958</u>	<u>26,863</u>	<u>25,367</u>	<u>(2,126,728)</u>
Total Government Activities	<u>\$ 4,554,229</u>	<u>\$ 26,863</u>	<u>\$ 25,367</u>	<u>(4,501,999)</u>
General Revenue				
Real property taxes				4,641,229
Use of money and property				207,078
Gifts and donations				<u>27,107</u>
Total General Revenue				<u>4,875,414</u>
Change in Net Position				373,415
Net Position, Beginning of Year				<u>4,432,322</u>
Net Position, End of Year				<u>\$ 4,805,737</u>

BETHLEHEM PUBLIC LIBRARY
BALANCE SHEET - GOVERNMENTAL FUNDS
AND RECONCILIATION OF TOTAL GOVERNMENTAL FUND
BALANCE TO GOVERNMENT-WIDE NET POSITION
JUNE 30, 2024

	<u>General</u>	<u>Capital Projects</u>	<u>Total Governmental Funds</u>
ASSETS			
Cash	\$ 1,621,818	\$ 3,599	\$ 1,625,417
Investments	2,640,270	-	2,640,270
Prepaid expenses	22,392	-	22,392
	<hr/>	<hr/>	<hr/>
Total Assets	<u>\$ 4,284,480</u>	<u>\$ 3,599</u>	<u>\$ 4,288,079</u>
LIABILITIES			
Accounts payable	\$ 117,640	\$ 140,990	\$ 258,630
Accrued liabilities	18,730	-	18,730
Due to employees' retirement system	80,979	-	80,979
Deferred revenue	1,600	-	1,600
	<hr/>	<hr/>	<hr/>
Total Liabilities	<u>218,949</u>	<u>140,990</u>	<u>359,939</u>
FUND BALANCE			
Nonspendable - Prepaid	22,392	-	22,392
Assigned - Unappropriated	56,785	-	56,785
Unassigned	3,986,354	(137,391)	3,848,963
	<hr/>	<hr/>	<hr/>
Total Fund Balance	<u>4,065,531</u>	<u>(137,391)</u>	<u>3,928,140</u>
	<hr/>	<hr/>	<hr/>
Total Liabilities and Fund Balance	<u>\$ 4,284,480</u>	<u>\$ 3,599</u>	<u>\$ 4,288,079</u>

Amounts reported for governmental activities in the statement of net position are different due to the following:

Fund balance, all governmental funds	\$ 3,928,140
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds	3,755,111
Compensated absences at year end in government-wide statements under full accrual accounting	(122,573)
Other postemployment benefits are not due and payable in the current period and, therefore, are not reported in the funds	(1,843,114)
GASB 68 related government-wide activity	
Deferred outflows of resources	855,331
Net pension liability - ERS	(1,093,021)
Deferred inflows of resources	(674,137)
	<hr/>
NET POSITION OF GOVERNMENTAL ACTIVITIES	<u>\$ 4,805,737</u>

See notes to accompanying financial statements.

BETHLEHEM PUBLIC LIBRARY
STATEMENT OF REVENUE, EXPENDITURES, AND
CHANGES IN FUND BALANCE - GOVERNMENTAL FUNDS
FOR THE YEAR ENDED JUNE 30, 2024

	<u>General</u>	<u>Capital Projects</u>	<u>Total Governmental Funds</u>
Revenue			
Real property taxes	\$ 4,641,229	\$ -	\$ 4,641,229
Charges for services	26,863	-	26,863
Use of money and property	207,078	-	207,078
Gifts and donations	27,107	-	27,107
State sources	25,367	-	25,367
	<hr/>	<hr/>	<hr/>
Total Revenue	4,927,644	-	4,927,644
	<hr/>	<hr/>	<hr/>
Expenditures			
General support	1,854,942	-	1,854,942
Library operations	1,817,638	-	1,817,638
Employee benefits	833,422	-	833,422
Capital outlay	29,163	854,719	883,882
	<hr/>	<hr/>	<hr/>
Total Expenditures	4,535,165	854,719	5,389,884
	<hr/>	<hr/>	<hr/>
Excess of Revenue Over Expenditures	392,479	(854,719)	(462,240)
	<hr/>	<hr/>	<hr/>
Other Sources and (Uses)			
Operating transfers in	-	560,000	560,000
Operating transfers (out)	(560,000)	-	(560,000)
	<hr/>	<hr/>	<hr/>
Total Other Sources and (Uses)	(560,000)	560,000	-
	<hr/>	<hr/>	<hr/>
Excess of Revenue and Other Sources Over (Under) Expenditures and Other (Uses)	(167,521)	(294,719)	(462,240)
	<hr/>	<hr/>	<hr/>
Fund Balance, Beginning of Year	4,233,052	157,328	4,390,380
	<hr/>	<hr/>	<hr/>
Fund Balance, End of Year	\$ 4,065,531	\$ (137,391)	\$ 3,928,140
	<hr/>	<hr/>	<hr/>

BETHLEHEM PUBLIC LIBRARY
RECONCILIATION OF THE STATEMENT OF REVENUE, EXPENDITURES, AND
CHANGES IN FUND BALANCE - GOVERNMENTAL FUNDS TO THE
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2024

Net changes in fund balance - total governmental funds	\$ (462,240)
Capital outlays are expenditures in governmental funds, but are capitalized in the statement of net position	883,882
Depreciation is not recorded as an expenditure in the governmental funds, but is recorded in the statement of activities	(159,009)
Other postemployment benefits are not due and payable in the current period and, therefore, are not reported as expenditures in the governmental funds	267,090
Compensated absences are not due and payable in the current period and are therefore not reported in the funds	439
Pension expense resulting from the GASB 68/71 related actuary reporting is not recorded as an expenditure in the government funds but is recorded in the statement of activities	(156,747)
Change in Net Position - Governmental Activities	\$ 373,415

BETHLEHEM PUBLIC LIBRARY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2024

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1. NATURE OF OPERATIONS

Bethlehem Public Library provides library services to residents within the geographic borders of the Bethlehem Central School Library located in Albany County, New York.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of Bethlehem Public Library (Library) have been prepared in conformity with generally accepted accounting principles as applied to governmental units. Those principles are prescribed by the Governmental Accounting Standards Board (GASB), which is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. Significant accounting principles and policies utilized by the Library are described below:

Reporting Entity

Bethlehem Public Library was established as a school district public library in 1913, and operates in accordance with the provisions of the Education Law of the State of New York. The Board of Trustees is the governing body of the Library and is elected by the voters of the district.

Basis of Presentation

The Library's financial statements consist of government-wide financial statements, including a statement of net position and a statement of activities, and fund level financial statements which provide more detailed information.

Government-Wide Financial Statements

The statement of net position and the statement of activities present financial information about Bethlehem Public Library's governmental activities. These statements include the financial activities of the overall government in its entirety. Governmental activities generally are financed through taxes, state aid, intergovernmental revenue, and other exchange and non-exchange transactions. Operating grants include operating-specific and discretionary (either operating or capital) grants, while the capital grants column, when present, reflects capital-specific grants.

The statement of activities presents a comparison between program expenses and revenue for each function of the Library's governmental activities. Direct expenses are those that are specifically associated with and are clearly identifiable to a particular function. Indirect expenses, principally employee benefits, are allocated to functional areas in proportion to the payroll expended for those areas. Program revenue includes charges paid by the recipients of goods or services offered by the programs and grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenue that is not classified as program revenue, including all taxes, is presented as general revenue.

BETHLEHEM PUBLIC LIBRARY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2024

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2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Government-Wide Financial Statements

Employee benefits are allocated as follows:

General Support	\$ 361,320
Library Operations	361,320
Total	<u>\$ 722,640</u>

Fund Financial Statements

The fund statements provide information about the Library's funds. The emphasis of fund financial statements is on major governmental funds, each displayed in a separate column.

The accounts of Bethlehem Public Library are organized into funds or account groups, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund balances, revenue, and expenditures. The various funds are summarized by type in the financial statements. Significant transactions between funds within a fund type have been eliminated. The major funds of the Bethlehem Public Library are as follows:

General Fund: This is the Library's primary operating fund. It accounts for all financial transactions that are not required to be accounted for in another fund.

Capital Projects Fund: This fund is used to account for the financial resources used for acquisition, construction, or major repair of capital facilities.

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported revenue and expenditures during the reporting period. Actual results could differ from those estimates. Estimates and assumptions are made in a variety of areas, including computation of encumbrances, compensated absences, potential contingent liabilities, pension plan, other post-employment benefits and useful lives of long-lived assets.

Measurement Focus and Basis of Accounting

Measurement focus refers to what is being measured, whereas basis of accounting refers to when revenues and expenditures are recognized. Basis of accounting relates to the timing of the measurement made, regardless of the measurement focus applied.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Measurement Focus and Basis of Accounting

The Government-wide statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenue is recorded when earned and expenses are recorded at the time liabilities are incurred, regardless of when the related cash transaction takes place. Non-exchange transactions in which the Library gives or receives value without directly receiving or giving equal value in exchange include property taxes, grants, and donations. On an accrual basis, revenue from property taxes is recognized in the fiscal year for which the taxes are levied. Revenue from grants and donations is recognized in the fiscal year in which all eligibility requirements have been satisfied.

The governmental fund statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under this method, revenue is recognized when measurable and available. The Library considers all revenue reported in the governmental funds to be available if the revenue is collected within sixty days after the end of the fiscal year.

Expenditures are recorded when the related fund liability is incurred, except for principal and interest on general long-term debt, claims and judgments, and compensated absences, which are recognized as expenditures to the extent they have matured. General capital asset acquisitions are reported as expenditures in governmental funds. Proceeds of general long-term debt and acquisitions under finance leases are reported as other financing sources.

Cash and Investments

The Library's cash consists of cash on hand and demand deposits. The Library's investment is a U.S. Treasury Security. New York State law governs the Library investment policies. Resources must be deposited in FDIC-insured commercial banks or trust companies located within the state. Permissible investments include obligations of the United States Treasury, United States Agencies, and obligations of New York State or its localities.

Collateral is required for demand and time deposits and certificates of deposit not covered by FDIC insurance. The Library's aggregate bank balances that were not covered by FDIC insurance were not exposed to custodial credit risk at June 30, 2024.

Grants Receivable

Receivables are stated at unpaid balances, less an allowance for doubtful accounts. The Library provides for losses on grants receivable using the allowance method. The allowance is based on experience, third-party contracts, and other circumstances, which may affect the ability of grantors to meet their obligations. Receivables are considered impaired if full principal payments are not received in accordance with the contractual terms. It is the Library's policy to charge off uncollectible grants receivable when management determines the receivable will not be collected. Grants receivable were \$-0- as of June 30, 2024.

BETHLEHEM PUBLIC LIBRARY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2024

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2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Property Taxes

Real property taxes are levied annually by the Board of Education of Bethlehem Central School Library (School Library) no later than September 1, and become a lien on September 1. Taxes are collected by the Bethlehem School Library and transmitted to the Library as collected. The total amount of the levied taxes is paid to the Library prior to its year-end.

Prepaid Expenses

Prepaid items represent payments made by the Library for which benefits extend beyond year-end. These payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both the Government-wide and fund financial statements. These items are reported as assets on the statement of net position or balance sheet using the consumption method. A current asset for the prepaid amounts is recorded at the time of purchase and an expense/expenditure is reported in the year the goods or services are consumed.

Interfund Transactions

The operations of the Library include transactions between funds. These transactions may be temporary in nature, such as with interfund borrowings. The Library typically loans resources between funds for the purpose of providing cash flow. These interfund receivables and payables are expected to be repaid within one year. Permanent transfers of funds include the transfer of expenditures and revenues to provide financing or other services.

The governmental funds report all interfund transactions as originally recorded. Interfund receivables and payables may be netted on the accompanying governmental funds balance sheet when it is the Library's practice to settle these amounts at a net balance based upon the right of legal offset.

Interfund transactions and balances are as follows:

	Interfund			
	<u>Receivables</u>	<u>Payables</u>	<u>Revenues</u>	<u>Expenditures</u>
General Fund	\$ -	\$ -	\$ -	\$ 560,000
Capital Fund	-	-	560,000	-
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 560,000</u>	<u>\$ 560,000</u>

The General Fund transferred to the Capital Projects Fund \$560,000 for the Building Enhancement Project that started in the year ending June 30, 2024.

Capital Assets

Capital assets are reported at actual cost for acquisitions, if actual cost information is available. If actual cost information is not available, estimated historical costs, based on appraisals conducted by independent third-party professionals are used. Donated assets are reported at acquisition value at the time received.

BETHLEHEM PUBLIC LIBRARY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2024

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2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Capital Assets

Capitalization thresholds (the dollar value above which asset acquisitions are added to the capital asset accounts), depreciation methods, and estimated useful lives of capital assets reported in the Government-wide statements are as follows:

	<u>Capitalization Threshold</u>	<u>Depreciation Method</u>	<u>Estimated Useful Life</u>
Buildings/Improvements	\$ 1,000	SL	30 - 50
Furniture and Equipment	1,000	SL	5 - 15
Land/Improvements	1,000	SL	10 - 40

Inexhaustible Collections and Books

The value of the existing inexhaustible collections, including research books, is not readily determinable and, therefore, the Library has not capitalized them. Books used in the circulating library have not been capitalized. Their estimated useful lives are not readily determinable but are deemed to be less than one year. For insurance purposes, these collections have an appraised replacement value of \$3,031,774.

Accrued Liabilities

Payables and accrued liabilities are reported in the government-wide financial statements. In the governmental funds, payables and accrued liabilities are paid in a timely manner and in full from current financial resources.

Claims and judgments, and compensated absences that will be paid from governmental funds, are reported as a liability in the fund financial statements only to the extent that they are due for payment in the current year.

Deferred Outflows and Inflows of Resources

In addition to assets, the statement of net position reports a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to future periods and so will not be recognized as an outflow of resources (expense) until then. In addition to liabilities, the statement of net position reports a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to future periods and so will not be recognized as an inflow of resources (revenue) until that time. The Library has one type of item that qualifies for reporting as deferred inflows and outflows of resources related to its pension plan. Note 6 provides the specific pension related items that make up the deferred outflows and inflows of resources balances.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Vested Employee Benefits

Compensated Absences

Compensated absences consist of unpaid accumulated annual vacation time.

Library employees are granted vacation in varying amounts, based primarily on length of service and service position. Some earned benefits may be forfeited if not taken within varying time periods.

Other Benefits

Library employees participate in the New York State and Local Employees' Retirement System.

Other Postemployment Benefits

In addition to providing the retirement benefits described, the Library provides other postemployment health insurance coverage to its retired employees and their survivors in accordance with the provisions of the employment contracts in effect at the time of retirement. Substantially all of the Library's full-time employees may become eligible for these benefits based on length of service and an age threshold (Note 7). The Library pays a variable percentage of the cost of premiums to an insurance company that provides health care insurance. At the fund level, the Library recognizes the current cost of providing benefits by recording its share of insurance premiums for currently enrolled retirees.

In accordance with generally accepted accounting principles, the Library has recorded, in the government-wide statement of net position, the other postemployment benefits liability totaling \$1,843,114 as of June 30, 2024.

Budgetary Procedures and Budgetary Accounting

The Library's administration prepares a proposed budget for approval by the Board of Trustees for governmental funds for which legal (appropriated) budgets are adopted:

The voters of the Library approved the proposed appropriation budget for the general fund. Appropriations are adopted at the program line level.

Appropriations established by the adoption of the budget constitute a limitation on expenditures, (and encumbrances) which may be incurred. Appropriations lapse at the end of the fiscal year unless expended or encumbered. Encumbrances lapse if not expended in the subsequent year. Supplemental appropriations may occur subject to legal restrictions, if the Board of Trustees approves them because of a need that exists which was not determined at the time the budget was adopted. No supplemental appropriations occurred during the year. Budgets are adopted annually on a basis consistent with generally accepted accounting principles. Appropriations authorized for the year are increased by the amount of encumbrances carried forward from the previous year.

BETHLEHEM PUBLIC LIBRARY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2024

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2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Encumbrances

Encumbrance accounting is used for budget control and monitoring purposes and is reported as part of the governmental funds. Under this method, purchase orders, contracts and other commitments for the expenditure of monies are recorded to reserve applicable appropriations. Outstanding encumbrances as of year-end are presented as restrictions or assignments of fund balance and do not represent expenditures or liabilities. These commitments will be honored in the subsequent period. Related expenditures are recognized at the time, as the liability is incurred, or the commitment is paid.

Equity Classifications

Government-Wide Statements

In the Government-wide statements, there are three classes of net position:

Net investment in capital assets - consists of net capital assets, (cost less accumulated depreciation) plus unspent bond proceeds reduced by outstanding balances of related debt obligations from the acquisition, construction, or improvements of those assets.

Restricted net position - reports net position when constraints placed on the assets are either externally imposed by creditors, (such as through debt covenants), grantors, contributors, or laws or regulations of other governments, or imposed by law through constitutional provisions or enabling legislation. The Library has no restricted net position.

Unrestricted net position - reports all other net position that do not meet the definition of the above two classifications and are deemed to be available for general use by the Library.

When an expense is incurred for purposes for which both restricted and unrestricted net position are available, the Library's policy concerning which to apply first varies with the intended use, and with associated legal requirements, many of which are described elsewhere in these notes.

Fund Statements

In the fund basis statements there are five classifications of fund balance.

Nonspendable fund balance - Includes amounts that cannot be spent because they are either not in spendable form or legally or contractually are required to be maintained intact. Non-spendable fund balance includes prepaid expenditures in the general and capital projects funds, if any.

	<u>Total</u>
Prepaid Expenses - General Fund	\$ 22,392
Total Nonspendable Fund Balance	<u><u>\$ 22,392</u></u>

Restricted fund balance - Includes amounts with constraints placed on the use of resources either externally imposed by creditors, grantors, contributors or laws or regulations of other governments; or imposed by law through constitutional provisions or enabling legislation. The Library has no restricted fund balance at June 30, 2024.

BETHLEHEM PUBLIC LIBRARY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2024

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2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Equity Classifications

Committed fund balance - Includes amounts that can be used for specific purposes pursuant to constraints imposed by formal action of the Library's highest level of decision making authority, i.e., the Board of Trustees. There is no committed fund balance as of June 30, 2024.

Assigned fund balance - Includes amounts that are constrained by the Library's intent to be used for specific purposes, but are neither restricted nor committed. All encumbrances of the general fund are classified as assigned fund balance in the general fund.

As of June 30, 2024, the Library's encumbrances were classified as follows:

General Support, including capital outlay	\$ 1,988
Library Operations	54,797
Total Encumbrances	<u>\$ 56,785</u>

Unassigned fund balance - Includes all other general fund amounts that do not meet the definition of the above four classifications and are deemed to be available for general use by the Library.

Order of Fund Balance Spending Policy

The Library's policy is to apply expenditures against non-spendable fund balance, restricted fund balance, committed fund balance, assigned fund balance, and unassigned fund balance at the end of the fiscal year. For all funds, nonspendable fund balances are determined first; committed fund balance is determined next; then restricted fund balances for specific purposes, if any, are determined and then assigned. The remaining amounts are reported as unassigned. Assignments of fund balance cannot cause a negative unassigned fund balance.

3. CASH AND INVESTMENTS

Deposits

Deposits are valued at cost or cost plus interest and are categorized as either (1) insured, or for which the securities are held by the Library's agent in the Library's name, (2) collateralized, and for which the securities are held by the pledging financial institution's trust department or agent in the Library's name, or (3) uncollateralized. At June 30, 2024, all deposits were fully insured and collateralized by the Library's agent in the Library's name.

Investment and Deposit Policy

The Library follows an investment and deposit policy, the objectives of which are to adequately safeguard the principal amounts of funds invested or deposited; conformance with Federal, state and other legal requirements; and provide sufficient liquidity of invested funds in order to meet obligations as they become due. Oversight of investment activity is the responsibility of the Treasurer of the Library.

Interest Rate Risk

Interest rate risk is the risk that the fair value of investments will be affected by changing interest rates. The Library's investment policy does not limit investment maturities as a means of managing its exposure to fair value arising from increasing interest rates.

3. CASH AND INVESTMENTS

Credit Risk

The Library's policy is to minimize the risk of loss due to failure of an issuer or other counterparty to an investment to fulfill its obligations. The Library's investment and deposit policy authorizes the reporting entity to purchase the following types of investments:

- Interest bearing demand accounts
- Certificates of deposit
- Obligations of the United States Treasury and United States agencies
- Obligations of New York State and its localities

Custodial Credit Risk

Custodial credit risk is the risk that in the event of a failure of a depository financial institution, the reporting entity may not recover its deposits. In accordance with the Library's investment and deposit policy, all deposits of the Library including interest bearing demand accounts and certificates of deposit, in excess of the amount insured under the provisions of the Federal Deposit Insurance Act (FDIC) shall be secured by a pledge of securities with an aggregate value equal to 100% of the aggregate amount of deposits.

Custodial Credit Risk

The Library limits investments to the following eligible items:

- Obligations issue, fully insured or guaranteed as to the payment of principal and interest, by the United States Treasury and the United States agencies
- Obligations issued or fully insured or guaranteed by New York State and its localities
- Obligations issued by other than New York State rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization

Investments

U.S. GAAP establishes a framework for measuring fair value. That framework provides a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (Level 1 measurements) and the lowest priority to unobservable inputs (Level 3 measurements). The three levels of the fair value hierarchy are described as follows:

Level 1: Inputs to the valuation methodology are unadjusted quoted prices for identical assets or liabilities in active markets.

Level 2: Inputs to the valuation methodology include:

- Quoted prices for similar assets or liabilities in active markets;
- Quoted prices for identical or similar assets or liabilities in active markets;
- Inputs other than quoted prices that are observable for the asset or liability;
- Inputs that are derived principally from or corroborated by observable market data by correlation or other means;
- If the asset or liability has a specified (contractual) term, the level 2 input must be observable for substantially the full term of the asset or liability.

Level 3: Inputs to the valuation methodology are unobservable and significant to the fair value measurement.

BETHLEHEM PUBLIC LIBRARY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2024

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3. CASH AND INVESTMENTS

The asset or liability's fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. Valuation techniques used should maximize the use of observable inputs and minimize the use of unobservable inputs.

At June 30, 2024, the Library held \$2,640,270 in investments consisting principally of U.S. Treasury securities and certificates of deposits with maturities of less than 1 year. The following valuation inputs are included as investments:

Investments at Value	<u>Valuation Inputs</u>			
	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Total</u>
General Fund				
Money Market	\$ 135	\$ -	\$ -	\$ 135
Certificate of Deposit	1,552,021	-	-	1,552,021
U.S. Treasury Bills	-	1,088,114	-	1,088,114
Total	<u>\$ 1,552,156</u>	<u>\$ 1,088,114</u>	<u>\$ -</u>	<u>\$ 2,640,270</u>

Investments

For the year ended June 30, 2024, the portfolio did not have significant unobservable inputs (Level 3) used in determining fair value. Thus, a reconciliation of assets in which significant unobservable inputs (Level 3) were used in determining fair value is not applicable.

There were no transfers between Level 1 and Level 2 of the fair value hierarchy during the period. The portfolio recognizes transfers between the levels as of the beginning of the fiscal year.

Risks and Uncertainties with Investments

The Library invests in various investment securities. Investment securities are exposed to various risks such as interest rate, market and credit risks. Due to the level of risk associated with certain investment securities, it is at least reasonably possible that changes could materially affect the amounts reported in the financial statements.

BETHLEHEM PUBLIC LIBRARY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2024

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4. CAPITAL ASSETS

A summary of changes in capital assets for the year ended June 30, 2024, is as follows:

<u>Governmental Activities</u>	<u>Balance July 1</u>	<u>Additions</u>	<u>Adjustments/ Disposals</u>	<u>Balance June 30</u>
Capital assets that are not depreciated				
Construction in progress	\$ 242,672	\$ 854,719	\$ -	\$ 1,097,391
Total Non-Drepreciable	<u>242,672</u>	<u>854,719</u>	<u>-</u>	<u>1,097,391</u>
Capital assets that are depreciated				
Furniture and equipment	837,940	18,140	-	856,080
Land/Improvements	803,017	11,023	-	814,040
Buildings/Improvements	5,124,331	-	-	5,124,331
Total Cost	<u>6,765,288</u>	<u>29,163</u>	<u>-</u>	<u>6,794,451</u>
Less Accumulated Depreciation:				
Furniture and Equipment	623,083	26,060	-	649,143
Land/Improvements	666,452	47,604	-	714,056
Buildings/Improvements	<u>2,688,187</u>	<u>85,345</u>	<u>-</u>	<u>2,773,532</u>
Total Accumulated Depreciation	<u>3,977,722</u>	<u>159,009</u>	<u>-</u>	<u>4,136,731</u>
Total Capital Assets, Net	<u>\$ 3,030,238</u>	<u>\$ 724,873</u>	<u>\$ -</u>	<u>\$ 3,755,111</u>

Depreciation expense was \$159,009 for the year ended June 30, 2024 charged to General Support.

The building occupied by the Library is owned by Bethlehem Central School District. Because the Library was obligated to make payments on the debt issuance for the building, the cost of the facility has also been recorded on the Library's books as a capital asset. As of June 30, 2024, all previous debt obligations related to the Library have been fulfilled.

5. INTERFUND BALANCES OR ACTIVITY

Interfund receivables and payables are eliminated on the statement of net position. The Library typically loans resources between funds for the purpose of mitigating the effects of transient cash flow issues. All interfund payables are expected to be repaid within one year.

6. PENSION PLAN

General Information

The Library participates in the New York State and Local Employees' Retirement System (ERS) also referred to as New York State and Local Retirement System (the System). This is a cost-sharing multiple-employer retirement system, providing retirement benefits as well as death and disability benefits. The net position of the System is held in the New York State Common Retirement Fund (The Fund), which was established to hold all net assets and record changes in plan net position allocated to the System. System benefits are established under the provisions of the New York Retirement and Social Security Law (NYSRSSL). Once an employer elects to participate in the System, the election is irrevocable.

The New York State Constitution provides that pension membership is a contractual relationship and plan benefits cannot be diminished or impaired. Benefits can be changed for future members only by enactment of a State statute. The Library also participates in the Public Employees' Group Life Insurance Plan (GLIP), which provides death benefits in the form of life insurance. The System is included in the State's financial report as a pension trust fund. That report and additional information may be obtained by writing to the New York State and Local Retirement System, 110 State Street, Albany, NY 12244-0001 or found at www.osc.state.ny.us/retire/publications/index.php.

Contributions

The System is noncontributory except for employees who joined after July 27, 1976 who contribute 3% of their salary for the first ten years of membership, and employees who joined on or after January 1, 2010 who generally contribute 3% to 3.5% of their salary for their entire length of service. In addition, employee contribution rates under ERS tier VI vary based on a sliding salary scale. The Comptroller annually certifies the actuarially determined rates expressly used in computing the employers' contributions based on salaries paid during the Systems' fiscal year ending March 31.

Contributions

The Library is required to contribute at an actuarially determined rate. The required contributions for the current year and two preceding years were:

2024	\$	263,799
2023		232,461
2022		316,827

The Library's contributions made to the Systems were equal to 100 percent of the contributions required for each year.

BETHLEHEM PUBLIC LIBRARY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2024

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6. PENSION PLAN

Pension Liabilities

At June 30, 2024, the Library reported the following liability for its proportionate share of the net pension liability for the System. The net pension liability was measured as of March 31, 2024. The total net pension liability was determined by an actuarial valuation. The Library's proportion of the net pension liability was based on a projection of the Library's long-term share of contributions of all participating members, actuarially determined. This information was provided by the ERS systems in reports provided to the Library.

Actuarial Valuation Date	April 1, 2023
Net Pension Liability (asset)	\$ 1,093,021
Library's portion of the Plan's	
Total Net Pension Liability	0.0074234%

Pension Expense

For the year ended June 30, 2024, the Library recognized its proportionate share of pension expense of \$471,018.

Deferred Outflows and Inflows of Resources Related to Pension

At June 30, 2024, the Library reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Difference between expected and actual experience	\$ 352,061	\$ 29,804
Changes of assumptions	413,247	-
Net differences between projected and actual earnings on pension plan investments	-	533,935
Changes in proportion and differences between the Library's contributions and proportionate share of contributions	9,044	110,398
Contributions subsequent to the measurement date	80,979	-
	<u>\$ 855,331</u>	<u>\$ 674,137</u>

BETHLEHEM PUBLIC LIBRARY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2024

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6. PENSION PLAN

Deferred Outflows and Inflows of Resources Related to Pension

The Library's contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability (asset) in the year ended March 31, 2025. Other amounts reported as deferred outflows of resources, and deferred inflows of resources related to pensions will be recognized within pension expense as follows:

Plan's Year Ended March 31:

2025	\$ (237,153)
2026	179,214
2027	292,983
2028	(134,829)
	<u>\$ 100,215</u>

Actuarial Assumptions

The total pension liability as of the measurement date was determined by using an actuarial valuation as noted in the table below, with update procedures used to roll forward the total pension liability to the measurement date. The actuarial valuation used the following actuarial assumptions:

Measurement Date	March 31, 2024
Actuarial Valuation Date	April 1, 2023
Interest Rate	5.9%
Salary Scale	4.4%
Decrement Tables	April 1, 2015 - March 31, 2020
	System Experience
Inflation Rate	2.90%
Projected Cost of Living Adjustments	1.5% Annually

Annuitant mortality rates are based on April 1, 2015 - March 31, 2020 System's experience with adjustments for mortality improvements based on MP-2021. The actuarial assumptions used in the April 1, 2023 valuation are based on the results of actuarial experience study for the period April 1, 2015 - March 31, 2020.

The long term expected rate of return on pension plan investments was determined in accordance with Actuarial Standard of Practice (ASOP) No. 27, *Selection of Economic Assumptions for Measuring Pension Obligations*. ASOP No. 27 provides guidance on the selection of an appropriate assumed investment rate of return. Consideration was given to expected future real rates of return (expected returns, net of pension plan investment expense and inflation) for each major asset class as well as historical investment data and plan performance.

6. PENSION PLAN

Actuarial Assumptions

The long term expected rate of return on pension plan investments was determined using a building block method in which best estimate ranges of expected future real rates of return (expected returns net of investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. Best estimates of arithmetic real rates of return for each major asset class included in the target asset allocation are summarized as follows:

<u>Asset Class</u>	<u>Long-Term Expected Real Rate of Return</u>
Domestic Equity	4.00%
International Equity	6.65%
Private Equity	7.25%
Real Estate	4.60%
Opportunistic portfolios	5.25%
Real Assets	5.79%
Fixed Income	1.50%
Credit	5.40%
Cash	0.25%

Discount Rate

The discount rate used to calculate the total pension liability was 5.9%. The projection of cash flows used to determine the discount rate assumes that contributions from plan members will be made at the current contribution rates and that contributions from employers will be made at statutorily required rates, actuarially determined. Based upon the assumptions, the System's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

6. PENSION PLAN

Sensitivity of the Proportionate Share of the Net Pension Liability/(Asset) to the Discount Rate Assumption

The following presents the Library's proportionate share of the net pension liability/(asset) calculated using the discount rate of 5.9%, as well as what the Library's proportionate share of the net pension liability/(asset) would be if it were calculated using a discount rate that is 1 percent lower (4.9%) or 1 percent higher (6.9%) than the current rate:

	1% Decrease (4.9%)	Current Assumption (5.9%)	1% Increase (6.9%)
Proportionate share of net pension liability (asset)	\$ 3,436,569	\$ 1,093,021	\$ (864,328)

Changes of Assumptions

Changes of assumptions about future economic or demographic factors or other inputs are amortized over a closed period equal to the average of the expected service lives of all employees that are provided with pension benefits.

Collective Pension Expense

Collective pension expense includes certain current period changes in the collective net pension liability, projected earnings on pension plan investments, and the amortization of deferred outflows of resources and deferred inflows of resources for the current period. The collective pension expense for the year ended June 30, 2024, is \$435,327.

Payable to the Pension Plan

Employer contributions are paid annually based on the System's fiscal year which ends on March 31st. Accrued retirement contributions as of June 30, 2024 represent the projected employer contribution for the period of April 1, 2024 through June 30, 2024, based on paid ERS wages multiplied by the employer's contribution rate, by tier. Accrued retirement contributions as of June 30, 2024, were \$80,979.

7. OTHER POSTEMPLOYMENT BENEFITS

Plan Description

The Library's single employer defined benefit OPEB plan provides medical and Medicare Part B benefits to retired employees and their eligible dependents. The benefits and eligibility requirements are determined by the employment contracts negotiated between the Library and its employee groups. All full-time employees are eligible if they retire at or after the age of 55 and have 15 years of full-time service if hired prior to July 1, 2006 and 20 years of full-time service if hired thereafter. Medical benefits, including pharmaceutical costs, are provided through plans whose premiums are based on the benefits paid during the year. The Library pays 80 and 50 percent of the cost of premiums for employees hired before and after July 1, 2016 respectively. Spouses and surviving spouses contribute 100% of premiums.

BETHLEHEM PUBLIC LIBRARY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2024

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7. OTHER POSTEMPLOYMENT BENEFITS

Plan Description

The plan does not accumulate assets to meet its future obligation and the plan is not administered through a trust or an equivalent arrangement. The OPEB plan does not issue a stand-alone financial report.

In the governmental funds, the Library recognizes the cost of providing healthcare insurance by recording its share of insurance premiums as an expenditure in the general fund in the year paid. Total payments to the plan to cover the Library's share of retirees insurance premiums for the year ended June 30, 2024 were \$103,069.

At the valuation date, the number of employees covered by the Library's OPEB plan were as follows:

Inactive employees or beneficiaries currently receiving benefits	18
Inactive employees entitled but not receiving benefits	-
Active employees	34
Total Participants	<u>52</u>

Net OPEB Liability

The Library's total OPEB liability was measured as of June 30, 2024, and was determined by an actuarial valuation as of July 1, 2023. The changes in the Library's net OPEB liability were as follows:

Service Cost	\$ 71,930
Interest Cost	73,266
Difference between expected and actual experience, changes in assumptions	(309,217)
Benefit payments	<u>(103,069)</u>
Decrease in net OPEB liability	(267,090)
Net OPEB Liability - Beginning of Year	<u>2,110,204</u>
Net OPEB Liability - End of Year	<u>\$ 1,843,114</u>

Changes in assumptions were caused by increases in the discount rate of 3.86% to 3.97% as June 30, 2024, as well as an increase in the rate of compensation based on historical and future expectations, and changes to medical premium rates as of January 1, 2024.

BETHLEHEM PUBLIC LIBRARY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2024

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7. OTHER POSTEMPLOYMENT BENEFITS

Actuarial Assumptions and Other Inputs

The total OPEB liability in the July 1, 2023 actuarial valuation was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified.

Inflation	2.50%
Rate of Compensation Increase	3.25%
Discount Rate	3.97%
Healthcare Cost Trend Rates:	
Pre-65 Medical Trend Rates:	
Assumed Rate for 2024	7.75%
Ultimate Trend Rate	4.04%
Year of Ultimate Trend Rate	2075
Post 65 Medical Trend Rates:	
Assumed Rate for 2024	4.60%
Ultimate Trend Rate	4.04%
Year of Ultimate Trend Rate	2075
Prescription Drug Trend Rates:	
Assumed Rate for 2024	7.0% - 7.75%
Ultimate Trend Rate	4.04%
Year of Ultimate Trend Rate	2075
Medicare Part B Drug Trend Rates:	
Assumed Rate for 2024	6.00%
Ultimate Trend Rate	4.04%
Year of Ultimate Trend Rate	2075

The discount rate was based on the Fidelity General Obligation 20-year AA Municipal Bond Index, which is a 20-year, tax-exempt general obligation municipal bond with an average rating of AA/Aa or higher. The discount rate increased from 3.86% to 3.97% for 2024.

Prior to June 30, 2023, the sex-distinct and job category-specific headcount weighted Pub-2010 Public Retirement Plans Mortality Tables for employees and healthy retirees, adjusted for mortality improvements with scale MP-2021 mortality improvement scale on a generational basis was used.

As of June 30, 2024, the sex-distinct and job category-specific headcount weighted Pub-2010 Public Retirement Plans Mortality Tables for employees and healthy retirees, adjusted for mortality improvements with scale MP-2021 mortality improvement scale on a generational basis was used.

BETHLEHEM PUBLIC LIBRARY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2024

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7. OTHER POSTEMPLOYMENT BENEFITS

Sensitivity of the Total OPEB Liability to Changes in the Discount Rate

The following presents the total OPEB liability of the Library, as well as what the Library's total OPEB liability would be if it were calculated using a discount rate that is 1 percentage point lower or 1 percentage point higher than the current discount rate:

	1% Decrease <u>2.97%</u>	Current Discount <u>3.97%</u>	1% Increase <u>4.97%</u>
Total OPEB Liability	<u>\$ 2,106,158</u>	<u>\$ 1,843,114</u>	<u>\$ 1,627,965</u>

Sensitivity of the Total OPEB Liability to Changes in the Healthcare Cost Trend Rate

The following presents the total OPEB liability of the Library, as well as what the Library's total OPEB liability would be if it were calculated using healthcare cost trend rates that are 1 percentage point lower or 1 percentage point higher than the current healthcare cost trend rates:

	1% Decrease	Current Healthcare Trend Rates	1% Increase
Total OPEB Liability	<u>\$ 1,591,073</u>	<u>\$ 1,843,114</u>	<u>\$ 2,162,336</u>

OPEB Expense, Deferred Outflows of Resources, and Deferred Inflows of Resources Related to OPEB

For the years ended June 30, 2024, the Library recognized OPEB expense (credit) of \$(267,090). At June 30, 2024, the Library did not report any deferred outflows of resources or deferred inflows of resources related to OPEB.

8. LONG-TERM LIABILITIES

The changes in long-term liabilities and activity for the year ended June 30, 2024 are summarized as follows:

	Balance <u>July 1,</u>	<u>Additions</u>	<u>Deletions</u>	Balance <u>June 30,</u>
Compensated Absences	\$ 123,012	\$ -	\$ 439	\$ 122,573
Other Postemployment				
Benefits (see Note 7)	2,110,204	145,196	412,286	1,843,114
Net Pension Liability	<u>1,722,300</u>	<u>-</u>	<u>629,279</u>	<u>1,093,021</u>
Total	<u>\$ 3,955,516</u>	<u>\$ 145,196</u>	<u>\$ 1,042,004</u>	<u>\$ 3,058,708</u>

Additions and deletions to compensated absences is shown net since it is impractical to determine these amounts separately.

BETHLEHEM PUBLIC LIBRARY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2024

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9. RISK MANAGEMENT

The Library is exposed to various risks of loss related to torts, theft, damage, injuries, errors and omissions, natural disasters, and other risks. These risks are covered by commercial insurance purchased from independent third parties. Settled claims from these risks have not exceeded commercial insurance coverage.

The Library does not purchase insurance for the risk of losses for unemployment claims. Instead, the Library manages its risks for these losses internally and accounts for these in the Library's general fund, including provisions for unexpected and unusual claims. The Library has a pay-as-you-go process where all known claims filed during the year are recorded as expenses and paid at the time of the event.

The following represents changes in those aggregate liabilities for the Library during the year ended June 30:

	<u>2024</u>	<u>2023</u>
Unpaid claims and claim adjustment expenses - beginning of year	\$ -	\$ -
Incurred claims and claim adjustment expenses:		
Provision for incurred claims expenses for events of the current year	-	-
Increase (decrease) in provision for incurred events of prior years	11,083	9,072
Total Incurred Claims and Claim Adjustment Expenses	11,083	9,072
Payments made for claims during the current year	(11,083)	(9,072)
Total Unpaid Claims and Claim Adjustment Expenses - End of Year	<u>\$ -</u>	<u>\$ -</u>

The Library has received grants which are subject to audit by agencies of the State and Federal governments. Such audits may result in disallowances and a request for a return of funds. Based on prior audits, the Library's administration believes disallowances, if any, will be immaterial.

10. FUTURE DEBT

The Library anticipates the need to borrow up to \$36 million to finance capital improvements. No debt has been issued as of June 30, 2024. These amounts will be issued when the capital projects are complete. The Library anticipates a bond referendum in December 2024. If the voters approve it, the Library will move forward with the proposed construction project and bonds will be issued.

BETHLEHEM PUBLIC LIBRARY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2024

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11. TAX ABATEMENTS

All real property in New York State is subject to taxation unless specific legal provisions grant it exempt status. Real property exemptions are granted on the basis of many different criteria, including the use to which the property is put, the owner's ability to pay taxes, the desire of the state and local governments to encourage certain economic or social activities, and other considerations. Most exemptions are granted under Article 4 of the Real Property Tax Law, but others are authorized by a wide variety of statutes ranging from Article 18-A of the Real Property Tax Law, the Agriculture and Markets Law and the Transportation Law. Certain exemptions provide full relief from taxation (wholly exempt property) and others reduce the taxes which would otherwise be payable by varying degrees (partially exempt property). Some exemptions apply to taxes levied for county, city/town, and school purposes, whereas others pertain only to certain of these purposes. Some tax exemptions are mandated by State law, others are subject to local option and/or local determination of eligibility criteria.

The Library has 17 real property tax abatement agreements that are entered into by the Town of Bethlehem Industrial Development Agency (IDA). These agreements provide for abatement of real property taxes in exchange for payment in lieu of taxes (PILOT) in accordance with the IDA's Tax Exemption Policy.

PILOTs are granted in accordance with various activities such as purchase of an existing facility, development of a new facility, or the improvement or expansion of an existing facility to promote job creation or retention. There are no policies for recapture of PILOTs should the applicant not meet certain criteria.

The following are the aggregated PILOT agreements by purpose and the amount of real property tax that has been abated for the year ended June 30, 2024:

<u>Purpose</u>	<u>Assessed Taxable Value</u>	<u>Tax Value</u>	<u>PILOT Received</u>	<u>Amount of Tax Abated</u>
Town of Bethlehem Industrial Development Agency:				
Promote commercial:				
Development and Job Creation	<u>\$ 124,605,742</u>	<u>\$ 3,984,788</u>	<u>\$ 239,259</u>	<u>\$ 103,387</u>

12. IMPLEMENTATION OF NEW ACCOUNTING STANDARDS

The Library has adopted all current Statements of the Governmental Accounting Standards Board (GASB) that are applicable and effective for the year ending June 30, 2024. This includes the GASB Statement No. 100, *Accounting Changes and Error Corrections*, effective for the year ending June 30, 2024. None of these accounting standards had a significant impact to the financial statements.

**BETHLEHEM PUBLIC LIBRARY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2024**

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12. IMPLEMENTATION OF NEW ACCOUNTING STANDARDS

Future Changes in Accounting Standards

GASB has issued Statement No. 101, *Compensated Absences*, effective for the year ending June 30, 2025.

GASB has issued Statement No. 102, *Certain Risk Disclosures*, effective for the year ending June 30, 2025.

GASB has issued Statement No. 103, *Financial Reporting Model Improvements*, effective for the year ending June 30, 2026.

The Library will evaluate the impact each of these pronouncements may have on its financial statements and will implement them as applicable and when material.

13. SUBSEQUENT EVENTS

Subsequent events have been evaluated through , 2024, which is the date the financial statements were available to be issued. Management has determined that there are no subsequent events that require recording or disclosure.

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**BETHLEHEM PUBLIC LIBRARY
REQUIRED SUPPLEMENTARY INFORMATION
SCHEDULE OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCE - BUDGET AND ACTUAL - GENERAL FUND
FOR THE YEAR ENDED JUNE 30, 2024**

	Original Budget	Final Amended Budget	Actual	Encumbrances	Variance Favorable (Unfavorable)
Revenue					
Real property taxes	\$ 4,643,492	\$ 4,643,492	\$ 4,641,229	\$ -	\$ (2,263)
Charges for services	17,500	17,500	26,863	-	9,363
Use of money and property	35,000	52,000	207,078	-	155,078
Gifts and donations	4,000	4,000	27,107	-	23,107
State sources	26,000	26,000	25,367	-	(633)
	<u>4,725,992</u>	<u>4,742,992</u>	<u>4,927,644</u>	<u>-</u>	<u>184,652</u>
Total Revenue					
Expenditures					
General support, including capital outlay	2,069,875	2,115,343	1,884,105	1,988	229,250
Library operations	1,752,151	1,850,115	1,817,638	54,797	(22,320)
Employee benefits	903,966	880,105	833,422	-	46,683
	<u>4,725,992</u>	<u>4,845,563</u>	<u>4,535,165</u>	<u>56,785</u>	<u>253,613</u>
Total Expenditures					
Other Sources and (Uses)					
Operating transfers (out)	-	-	(560,000)	-	(560,000)
	<u>-</u>	<u>-</u>	<u>(560,000)</u>	<u>-</u>	<u>(560,000)</u>
Net Change in Fund Balance	-	(102,571)	(167,521)		
Fund Balance, Beginning of Year	<u>4,233,052</u>	<u>4,233,052</u>	<u>4,233,052</u>		
Fund Balance, End of Year	<u>\$ 4,233,052</u>	<u>\$ 4,130,481</u>	<u>\$ 4,065,531</u>		

BETHLEHEM PUBLIC LIBRARY
REQUIRED SUPPLEMENTARY INFORMATION
SCHEDULE OF CHANGES IN TOTAL OPEB LIABILITY
FOR THE YEAR ENDED JUNE 30, 2024

	<u>2024</u>	<u>2023</u>	<u>2022</u>	<u>Last 10 Fiscal Years*</u> <u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>
Measurement date	6/30/2024	6/30/2023	6/30/2022	6/30/2021	6/30/2020	6/30/2019	6/30/2018
Service cost	\$ 71,930	\$ 59,190	\$ 96,626	\$ 71,572	\$ 56,201	\$ 60,962	\$ 60,885
Interest cost	73,266	78,187	52,542	60,545	67,926	76,704	73,652
Changes of benefit terms	-	-	-	-	-	-	-
Differences between expected and actual experience and change of assumptions	(309,217)	(33,566)	(631,434)	223,786	244,028	17,049	(19,741)
Benefit payments	(103,069)	(106,593)	(103,642)	(113,318)	(95,101)	(58,786)	(70,903)
Net Change in Total OPEB Liability	<u>(267,090)</u>	<u>(2,782)</u>	<u>(585,908)</u>	<u>242,585</u>	<u>273,054</u>	<u>95,929</u>	<u>43,893</u>
Total OPEB Liability - beginning	<u>2,110,204</u>	<u>2,112,986</u>	<u>2,698,894</u>	<u>2,456,309</u>	<u>2,183,255</u>	<u>2,087,326</u>	<u>2,043,433</u>
Total OPEB Liability - ending	<u><u>\$ 1,843,114</u></u>	<u><u>\$ 2,110,204</u></u>	<u><u>\$ 2,112,986</u></u>	<u><u>\$ 2,698,894</u></u>	<u><u>\$ 2,456,309</u></u>	<u><u>\$ 2,183,255</u></u>	<u><u>\$ 2,087,326</u></u>
Covered employee payroll	\$ 2,079,199	\$ 1,908,256	\$ 1,830,255	\$ 1,798,845	\$ 1,697,844	\$ 1,753,073	\$ 1,784,854
Total OPEB Liability as a percentage of covered employee payroll	88.65%	110.58%	115.45%	150.03%	144.67%	124.54%	116.95%

* Note: This schedule is presented to illustrate the requirement to show information for 10 years. However, until a full 10-year trend is compiled, this presentation will only include information for those years for which information is available. Additionally, the amounts presented for each fiscal year were determined as of each respective measurement date.

BETHLEHEM PUBLIC LIBRARY
REQUIRED SUPPLEMENTARY INFORMATION
SCHEDULE OF PROPORTIONATE SHARE OF THE NET PENSION LIABILITY (ASSET)
FOR THE YEAR ENDED JUNE 30, 2024

	ERS Pension Plan Last 10 Fiscal Years									
	<u>2024</u>	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>
Proportion of the net pension liability	0.0074234%	0.0080316%	0.0079187%	0.0077767%	0.0078186%	0.0075665%	0.0078766%	0.0080026%	0.0077053%	0.0076626%
Proportionate share of the net pension liability(asset)	\$ 1,093,021	\$ 1,722,300	\$ (647,319)	\$ 7,744	\$ 2,070,405	\$ 536,107	\$ 254,200	\$ 751,900	\$ 1,236,700	\$ 258,900
Covered employee payroll	\$ 2,477,604	\$ 2,317,463	\$ 2,174,061	\$ 2,025,113	\$ 2,004,690	\$ 2,010,156	\$ 1,931,800	\$ 1,924,900	\$ 1,767,100	\$ 1,944,100
Proportionate share of the net pension liability as a percentage of covered employee payroll	44.1%	74.3%	-29.8%	0.4%	103.3%	26.7%	13.2%	39.1%	70.0%	13.3%
Plan fiduciary net position as a percentage of the total pension liability	93.88%	90.78%	103.65%	99.95%	86.39%	96.27%	98.20%	94.70%	90.70%	97.70%

BETHLEHEM PUBLIC LIBRARY
REQUIRED SUPPLEMENTARY INFORMATION
SCHEDULE OF CONTRIBUTIONS TO EMPLOYEES' RETIREMENT SYSTEM
FOR THE YEAR ENDED JUNE 30, 2024

	ERS Pension Plan Last 10 Fiscal Years									
	<u>2024</u>	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>
Contractually required contribution	\$ 263,799	\$ 232,461	\$ 316,827	\$ 287,751	\$ 283,977	\$ 283,683	\$ 293,100	\$ 297,200	\$ 273,200	\$ 377,500
Contributions in relation to the contractually required contribution	<u>(263,799)</u>	<u>(232,461)</u>	<u>(316,827)</u>	<u>(287,751)</u>	<u>(283,977)</u>	<u>(283,683)</u>	<u>(293,100)</u>	<u>(297,200)</u>	<u>(273,200)</u>	<u>(377,500)</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Covered employee payroll	\$ 2,477,604	\$ 2,317,463	\$ 2,174,061	\$ 2,025,113	\$ 2,004,690	\$ 2,010,156	\$ 1,931,800	\$ 1,924,900	\$ 1,767,100	\$ 1,944,100
Contributions as a percentage of covered employee payroll	10.65%	10.03%	14.57%	14.21%	14.17%	14.11%	15.17%	15.44%	15.46%	19.42%

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL
CONTROL OVER FINANCIAL REPORTING AND ON
COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT
OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE
WITH GOVERNMENT AUDITING STANDARDS**

Board of Trustees
Bethlehem Public Library

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*), the financial statements of the governmental activities and each major fund of the Bethlehem Public Library (Library) as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the Library's basic financial statements, and have issued our report thereon dated _____, 2024.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Library's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Library's internal control. Accordingly, we do not express an opinion on the effectiveness of the Library's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the Library's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

As part of obtaining reasonable assurance about whether the Library's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Library's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Library's effectiveness of internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Latham, NY
, 2024

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MINUTES OF THE BOARD OF TRUSTEES MEETING
BETHLEHEM PUBLIC LIBRARY (COMMUNITY ROOM) **DRAFT**
Tuesday October 15, 2024

PRESENT: Caroline Brancatella (virtual)
Laura DiBetta
Mark Kissinger
Sarah Patterson
Gail Sacco
Michelle Walsh
Sharon Whiting, library treasurer

Geoffrey Kirkpatrick, director
Kristen Roberts, recording secretary

EXCUSED: Lisa Scoons

GUESTS: Phil Berardi, assistant director/head of Circulation and Technical Services
Tanya Choppy, accounts clerk
Jennifer Crawford, confidential secretary
Tracey McShane, personnel administrator
Chris McGinty, assistant director
Elbert Eller, Ashley McGraw
Susanne Angarano, Ashley McGraw
Bob Schofield, library attorney
CJ Goodwin, construction manager, Schoolhouse
Meredith Savitt
Polly Hartman, Friends board
Mary Service, Friends board
Jeremy Johannesen, Friends president
Mary Kinnaird, Friends board
Richard Naylor, Friends board
Anne Moore
Texanne Corrigan
Fran Royo
Robert McDonnell
Bonnie Goldsmith
John Fallon
Jeff Brown
Agnes Zellin
John McPhillips, BCSD chief business and financial advisor

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

PUBLIC PARTICIPATION

Five people spoke during the public comment period. A recording of the meeting is available on YouTube. See addendum for e-mail correspondence from two patrons.

ARCHITECTS' PRESENTATION

S. Anganaro from Ashley McGraw presented a design and project status update, reviewing the project goals, plan and scope, costs and next steps.

E. Eller noted that the proposed site plan increases parking from 117 spots to 136. He said designers understand and appreciate the green spaces around the building and worked to create a welcoming environment, including an outdoor stage and pavilion area. The façade facing Delaware Avenue would remain the same.

S. Anganaro said that 40% of the project is an addition, while the remaining 60% is renovating and providing new infrastructure for the existing building. She noted that a lot of work will go into rehabbing the 50-year-old building to bring it up to current code and maintain its long term lifespan. She said that the final design reduced the size of the community rooms to remain mindful of the costs and scope of the project.

C. Goodwin, principal construction manager with Schoolhouse, said he joined the project two months ago, at which time he worked with Ashley McGraw to create an independent budget estimate that took into account design and construction contingencies.

S. Anganaro said that one part of the most recent design update focused on refining the children's area to provide dynamic and whimsical elements that would be safe to play on, as well as the exterior green spaces. She presented the updated renderings of spaces throughout the library and an exterior flythrough video.

She said the architects would continue to schedule information sessions, and work with staff to review stacks and storage, along with interior furnishings.

RESOLUTIONS RELATED TO BUILDING REFERENDUM:

SEQR STATE ENVIRONMENTAL QUALITY REVIEW

M. Kissinger said the board would be discussing four different resolutions.

B. Schofield said that taking action on the resolutions would represent the culmination of the project planning process. He said they would need to be addressed in the following order to comply with New York state regulations:

1. Conclude the SEQR process with the issuing of a negative declaration stating that the project will not have a significant environmental impact.
2. Pass a resolution that defines the project scope.
3. Protect the library district from any unintended effects of the tax cap.
4. Ask the BCSD board of education to call special district meeting to allow people to vote on the details of the project.

B. Schofield reviewed the details of the full environmental assessment form and how the answers were arrived at.

G. Sacco asked if another SEQR would be required if the public does not pass the building project bond. She said she was concerned about the work and expense that went into it. B. Schofield said that if

a follow-up project didn't significantly expand the scope, then they might be able to use the existing work. He said even if it was necessary, much of the work could be reused.

M. Kissinger said he wanted to make sure that the public knew that the new design would not be an eyesore to the community and that the architects took great care to make sure that the design fit in with the character of its surrounding neighborhood.

On a MOTION/OFFER by M. Walsh with a SECOND by S. Patterson, the board approved a resolution adopting a negative declaration under the state environmental quality review act for the renovation and expansion of the library. C. Brancatella, M. Kissinger, S. Patterson, G. Sacco and M. Walsh voted in favor. L. DiBetta abstained.

REFERENDUM SCOPE

B. Schofield said the referendum approving the scope of the project represents the board's decision to go forward with the proposal as outlined by the architects and construction manager.

M. Kissinger asked if the resolution includes the estimated budget for the project. B. Schofield said the project cost would be part of a later resolution and would note the budget presented at the October 15, 2024 meeting.

On a MOTION/OFFER by M. Walsh with a SECOND by S. Patterson, the board unanimously adopted a resolution approving the scope of the Bethlehem Public Library capital project.

M. Kissinger said that he has been a part of this building project journey since 2017 and before, and he wanted to thank the architects and everyone on the team. He said he was hopeful that the community would support this investment in the future of the library.

TAX CAP OVERRIDE

B. Schofield said he was not sure a tax cap override vote was necessary but it would insulate the board from any issues that might arise during the repayment of the bond.

G. Sacco asked if the bond repayment will appear as part of the library's budget each year.

On a MOTION/OFFER by G. Sacco with a SECOND by L. DiBetta, the board unanimously adopted a resolution overriding the tax cap levy limit with respect to the library's capital project.

RESOLUTION TO DIRECT BCSD TO CALL A SPECIAL DISTRICT VOTE

B. Schofield said that state education law allows school district libraries to piggyback on the school district's voting process while still governing themselves independently. He said the following resolution would ask BCSD to hold an election for a bond to cover the library building project with an election date of December 12, 2024. He said that the election will likely be held at the library but it would be the school districts decision.

On a MOTION/OFFER by M. Walsh with a SECOND by L. DiBetta, the board adopted a resolution to direct the Bethlehem Central School District BOE to call a special meeting of school district voters to vote upon a proposition authorizing the financing and construction of the BPL building project. C. Brancatella, L. DiBetta, M. Kissinger, S. Patterson and M. Walsh voted in favor. G. Sacco voted against.

M. Walsh said that she wanted the public to know that the board did select the date after careful consideration. G. Sacco asked if early and absentee voting had been worked out. She said she wanted to make sure as many people as possible can vote.

B. Schofield said those details would be worked out by the school district. The expenses of the election would be covered by the library.

BUILDING EDUCATION COMMITTEE REPORT

Noted under new business

REVIEW OF PREVIOUS MEETING MINUTES

On a MOTION by M. Walsh with a SECOND by S. Patterson, the board unanimously approved the minutes from the Monday September 9 regular board meeting.

On a MOTION by L. DiBetta with a SECOND by G. Sacco, the board unanimously approved the minutes from the Monday September 16 building committee meeting.

FINANCIAL REPORT

Treasurer's update

S. Whiting presented her report. She said the library was looking at investment options when a CD comes due November 4, but she didn't want to tie up funds too much with project with a building project on the horizon. M. Walsh praised S. Whiting for being on top of available investment options.

On a MOTION by M. Walsh with a SECOND by L. DiBetta, the board unanimously approved the Financial Statement dated 30 September 2024 (Checks disbursed in September 2024 based on pre-approval \$45,628.76; Checks disbursed in September 2024 relating to payroll \$199,439.28; Checks being submitted for approval \$98,118.24; CapProject Fund Checks \$20,821.12; Total: \$364,007.40).

PERSONNEL REPORT

The board noted the personnel report.

PERSONNEL ACTIONS

There were no personnel actions requested at this time.

DIRECTOR'S REPORT

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

- G. Sacco noted that one of the programs was attended by 138 people with some children's sessions totaling more than 100. M. Walsh said attendance at the library's historical programs was also evidence of the need for space at the library.
- M. Kissinger said he recently attended an event featuring a former diplomat and it was excellent.

UHLS REPORT

There was no UHLS report at this time.

NEW BUSINESS

Ashley McGraw contract

The board reviewed an amendment of the existing contract with Ashley McGraw that included the remaining project phases and outlines payment terms for the construction document phases. G. Sacco asked why the architects were working on construction documents before the passage of a bond. G. Kirkpatrick said that the construction documents are needed to apply for SED approval. The architects have said they would be ready by the end of December if the vote passes. M. Walsh said they would need the documents right away to get the process moving in a timely manner. G. Sacco said she was uncomfortable with that and she felt like someone else is running the board's timeline.

On a MOTION by M. Walsh with a SECOND by S. Patterson, the board approved then amendment of the contract with Ashley McGraw Architects for construction document fees. C. Brancatella, L. DiBetta, M. Kissinger, S. Patterson and M. Walsh voted in favor. G. Sacco voted against.

Other new business

L. DiBetta said the building project education committee meeting is developing a tactical plan leading up to the Dec. 12 vote, featuring outreach, tabling and other options. She said the committee is working to refine key messages and prepare a special mailer that will go out in late November. She said the group would meet the following day to discuss the details. S. Patterson said she talked about the project at the Presidents Council.

M. Walsh said she had recently had a book request that took a full week in transit and asked if there was some way to flag when those issues arose so they could be dealt with promptly.

OLD BUSINESS

There was no old business at this time.

FUTURE BUSINESS

There was no future business at this time.

PUBLIC PARTICIPATION

One person spoke during the public comment period. A recording of the meeting is available on YouTube. G. Kirkpatrick read submitted emails from Bonnie Goldsmith See addendum.

EXECUTIVE SESSION

On a MOTION by M. Walsh with a SECOND by L. DiBetta, the board unanimously voted to enter into executive session at 8:26pm to discuss matters involving proposed, pending or current legislation.

G. Sacco MOVED to adjourn executive session at 9:15pm. No action was taken.

ADJOURNMENT

The board adjourned the regular meeting at 9:16pm.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
M. Kissinger, board president

DRAFT

MINUTES OF THE BOARD OF TRUSTEES SPECIAL MEETING
BETHLEHEM PUBLIC LIBRARY (STORY ROOM) **DRAFT**
Tuesday October 22, 2024

PRESENT: Gail Sacco
Lisa Scoons
Mark Kissinger
Laura DiBetta
Sarah Patterson

Geoffrey Kirkpatrick, director

EXCUSED: Caroline Brancatella
Michelle Walsh

GUESTS: John McPhillips
Bob Schofield (virtual)

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

MEMO OF AGREEMENT WITH BCSD RE: LIBRARY PROPERTY

On a MOTION/OFFER by L. DiBetta with a SECOND by S. Patterson, the board approved a MOA with the school district regarding the consolidation and ownership of library property. All those present voted in favor.

On a MOTION by S. Patterson with a SECOND by G. Sacco, the board unanimously voted to adjourn the regular meeting at 6:05pm.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
M. Kissinger, board president

Treasurer's Report

November 2024

Revenue and Expense Report

We received \$4,407,316 in tax revenue from the school district on October 8, which represents 96% of budgeted tax revenue. Expenses are underbudget by about 7%, the same as last year.

Investments

I have researched investing funds with NYLAF. Their CD rates are very comparable to TD Bank. Their money market fund pays about 1.5% more than what we are getting with TD Bank. However, if we wanted to invest in NYLAF, we would have to amend our investment policy since it is very restrictive, requiring collateralization, which NYLAF does not offer. After discussion with the Finance Committee, we decided that the approach described below is a reasonable alternative for now. On October 30, we invested \$2,000,000 in a three-month CD paying 4.4%, and \$1,000,000 in a six-month CD paying 4.2%. The six-month CD that came due on November 4 was returned to the checking account for current operations. Investing \$2 million in a short-term CD allows us to earn a higher interest rate than the money market rate, while still providing the flexibility we need to operate the library.

Audit

The draft financial statements are included in the board packet.

Fund Balance

As of June 30, 2024, the fund balance is \$3,928,140.

Sharon Whiting CPA
District Library Treasurer

BETHLEHEM PUBLIC LIBRARY

CASH & INVESTMENTS SUMMARY

AS OF 10/31/24

	BALANCE					BALANCE
	9/30/2024	RECEIPTS	DISBURSEMENTS	EARNINGS	TRANSFERS	10/31/2024
TD Bank General Fund	326,973.51	4,654,715.40	(283,116.97)	(380.99)	(4,162,026.37)	536,164.58
TD Bank Payroll	0.00		(141,026.37)	-	141,026.37	0.00
TD Bank Money Market	665,260.11	-		8,302.62	1,000,000.00	1,673,562.73
TD Bank Treasury Bill	1,103,606.04		-	4,548.14	-	1,108,154.18
TD Bank Capital Project Fund	534.17	-	(20,821.12)		21,000.00	713.05
TD Bank 6 mo. CD Opened 5/7/24	1,020,644.95			4,377.59	-	1,025,022.54
TD Bank 3 mo. CD Opened 10/29/24	-			482.19	2,000,000.00	2,000,482.19
TD Bank 6 mo. CD Opened 10/29/24	-			231.23	1,000,000.00	1,000,231.23
Key Bank Checking	11,665.63	1,977.53	(143.99)		-	13,499.17
TOTAL:	<u>3,128,684.41</u>	<u>4,656,692.93</u>	<u>(445,108.45)</u>	<u>17,560.78</u>	<u>-</u>	<u>7,357,829.67</u>

Checks outstanding greater than 90 days old:

General Fund cash balance includes \$18,632* of Storch Fund money

REVENUE & EXPENSE REPORT

4 MONTH ENDED 10/31/24

FISCAL YEAR 2024-2025

	ANNUAL BUDGET 2024-2025	YTD ACTUAL 4 MO. ENDED 10/31/2024	Percent YTD 10/31/2024	ANNUAL BUDGET 2023-2024	YTD PRIOR 4 MO. ENDED 10/31/2023	Percent YTD 10/31/2023
Real Property Taxes	4,592,100	4,407,316	96.0%	4,401,969	1,407,316	32.0%
PILOT	239,000	240,049	100.4%	241,523	240,049	99.4%
Fines	3,000	883	29.4%	3,000	1,008	33.6%
Interest on Deposits	90,000	35,335	39.3%	35,000	10,714	30.6%
Lost Book Payments	8,500	4,596	54.1%	7,500	4,432	59.1%
Friends of BPL Contributions	7,000	5,253	75.0%	-	255	0.0%
Gifts and Donations, Misc	8,000	1,438	18.0%	4,000	2,133	53.3%
Photocopier	8,000	4,470	55.9%	7,000	3,839	54.8%
State Aid	26,000	23,726	91.3%	26,000	22,830	87.8%
Grants	-	2,240	0.0%	-	-	0.0%
Miscellaneous Income	500	122	24.5%	-	300	0.0%
Total Revenue	4,982,100	4,725,429	94.8%	4,725,992	1,692,877	35.8%
EXPENSES						
Salaries	2,666,993	790,744	29.6%	2,547,087	726,387	28.5%
Retirement	324,242	-	0.0%	280,440	-	0.0%
Health Insurance	398,000	122,998	30.9%	372,300	112,317	30.2%
Other Benefits	238,965	75,620	31.6%	227,365	74,281	32.7%
Subtotal Salaries & Benefits	3,628,200	989,362	27.3%	3,427,192	912,985	26.6%
Library Materials - Print	294,000	76,352	26.0%	292,000	94,853	32.5%
Library Materials - Electronic & Audio	281,000	67,771	24.1%	283,000	56,341	19.9%
Subtotal Library Material	575,000	144,123	25.1%	575,000	151,194	26.3%
Operations	643,900	182,401	28.3%	605,800	188,512	31.1%
Capital Expenditures	100,000	-	0.0%	100,000	-	0.0%
Contingency	35,000	-		35,000	-	
Total Expenses	4,982,100	1,315,885	26.4%	4,742,992	1,252,692	26.4%

BETHLEHEM PUBLIC LIBRARY

EXPENSES REPORT - DETAIL

4 MONTH ENDED 10/31/24

FISCAL YEAR 2024 - 2025

	ANNUAL BUDGET 2024-2025	YTD ACTUAL 4 MO. ENDED 10/31/2024	Percent YTD 10/31/2024	ANNUAL BUDGET 2023-2024	YTD PRIOR 4 MO. ENDED 10/31/2023	Percent YTD 10/31/2023
Salaries & Benefits						
Salaries-Librarians	1,252,089	391,112	31.2%	1,178,184	372,699	31.6%
Salaries-Support Staff	1,226,399	341,224	27.8%	1,190,063	300,612	25.3%
Salaries-Custodians	188,505	58,408	31.0%	178,840	53,077	29.7%
Subtotal Salaries	2,666,993	790,744	29.6%	2,547,087	726,387	28.5%
Retirement	324,242	-	0.0%	280,440	-	0.0%
Health Ins.	398,000	122,998	30.9%	372,300	112,317	30.2%
SocSec/Medicare	206,465	58,124	28.2%	194,865	54,182	27.8%
Worker's Comp.	20,000	16,002	80.0%	20,000	14,829	74.1%
Unemployment	10,000	-	0.0%	10,000	4,591	45.9%
Disability Ins.	2,500	1,493	59.7%	2,500	679	27.1%
Subtotal Salaries & Benefits	3,628,200	989,362	27.3%	3,427,192	912,985	26.6%
Library Materials						
Adult books	171,000	52,924	30.9%	171,000	58,989	34.5%
Periodicals	18,000	-	0.0%	21,000	7,988	38.0%
YS Books	85,000	20,158	23.7%	85,000	23,652	27.8%
Special Collections	20,000	3,270	16.3%	15,000	4,223	28.2%
Subtotal Print Materials	294,000	76,352	26.0%	292,000	94,853	32.5%
Audiobooks	20,000	5,785	28.9%	20,000	5,819	29.1%
E-Collections	201,000	54,832	27.3%	196,000	36,193	18.5%
Electronic Resources	31,000	-	0.0%	31,000	6,500	21.0%
YS Audiobooks	4,500	1,646	36.6%	4,000	1,432	35.8%
YS Media	2,500	322	12.9%	2,000	106	5.3%
AS Media	22,000	5,187	23.6%	30,000	6,290	21.0%
Subtotal Electronic & Audio	281,000	67,771	24.1%	283,000	56,341	19.9%
Subtotal Library Materials	575,000	144,123	25.1%	575,000	151,194	26.3%
Operations						
Copiers and supplies	15,000	4,222	28.1%	15,000	3,458	23.1%
Office supplies	20,000	3,596	18.0%	20,000	3,884	19.4%
Custodial supplies	20,000	5,413	27.1%	20,000	5,843	29.2%
Postage	22,000	5,613	25.5%	22,000	5,292	24.1%
Printing & Marketing	43,200	6,929	16.0%	35,000	8,557	24.4%
Van lease & oper.	4,000	109	2.7%	4,000	145	3.6%
Gas and Electric	75,000	20,950	27.9%	75,000	20,965	28.0%
Telecom & Cloud Svcs	24,000	7,130	29.7%	24,000	6,615	27.6%
Water	3,000	811	27.0%	3,000	934	31.1%
Taxes-sewer & water	3,500	-	0.0%	3,400	-	0.0%
Refund property taxes	5,000	2,819	56.4%	5,000	-	0.0%
Prof. Services	40,000	2,577	6.4%	30,000	7,034	23.4%
Contract Services	50,000	2,814	5.6%	50,000	2,678	5.4%
Insurance	35,000	33,451	95.6%	30,000	32,387	108.0%
Bank Fees	1,700	1,855	109.1%	1,400	482	34.4%
Travel/Conference	3,500	1,520	43.4%	3,500	1,925	55.0%
Memberships	3,000	50	1.7%	3,000	75	2.5%
Special Programs	42,000	8,867	21.1%	35,000	20,376	58.2%
Furniture & Equipment	30,000	10,221	34.1%	30,000	4,421	14.7%
IT Hardware & Software	50,000	5,866	11.7%	50,000	7,545	15.1%
Bld & Grnd. Repair	40,000	2,105	5.3%	40,000	1,077	2.7%
Furn/Equip Repair	3,000	2,686	89.5%	2,000	2,870	143.5%
Miscellaneous	6,500	1,567	24.1%	6,500	859	13.2%
Audit Service	25,000	3,500	14.0%	24,000	5,000	20.8%
Accounting Service	22,000	19,723	89.7%	20,000	19,419	97.1%
UHLAN fees	57,500	28,006	48.7%	54,000	26,672	49.4%
Subtotal Operations	643,900	182,401	28.3%	605,800	188,512	31.1%
Capital Expenditures	100,000	-	0.0%	100,000	-	0.0%
Contingency	35,000	-	0.0%	35,000	-	0.0%
TOTAL	4,982,100	1,315,885	26.4%	4,742,992	1,252,692	26.4%

BETHLEHEM PUBLIC LIBRARY**DISBURSEMENTS SUMMARY**

CHECKS DISBURSED IN OCTOBER 2024 BASED ON PRE-APPROVAL	\$	46,632.85
CHECKS DISBURSED IN OCTOBER 2024 RELATING TO PAYROLL	\$	206,178.59
CHECKS BEING SUBMITTED FOR APPROVAL	\$	61,993.13
CHECKS BEING SUBMITTED FOR APPROVAL - CAPITAL PROJECT FUND	\$	169,751.00

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 14: PREAPPROVED DISBUR (OCT 24) For Dates 10/1/2024 - 10/31/2024



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
42320	10/01/2024	1424	AFLAC NEW YORK		220.04
42321	10/01/2024	1831	CDPHP UNIVERSAL BENEFITS, INC.		33,602.37
42322	10/01/2024	2395	CSEA EMPLOYEE BENEFIT FUND		193.74
42323	10/01/2024	720	MVP HEALTH PLAN, INC.		3,821.32
42324	10/01/2024	1570	NATIONAL GRID		4,663.97
42325	10/01/2024	2061	UNITED HEALTHCARE INSURANCE CO		141.32
42326	10/01/2024	1607	VERIZON BUSINESS FIOS	250018	169.79
42327	10/01/2024	1607	VERIZON BUSINESS FIOS	250018	169.79
42328	10/01/2024	1607	VERIZON BUSINESS FIOS	250018	124.99
42329	10/02/2024	1581	UNITED STATES POSTAL SERVICE	250013	1,636.67
42390	10/10/2024	2381	DANIEL PURCELL	250217	350.00
42391	10/10/2024	1607	VERIZON BUSINESS FIOS	250018	199.99
42392	10/10/2024	2137	WEX BANK	250012	46.24
42394	10/22/2024	2426	JPMORGAN CHASE BANK NA	*See Detail Report	1,292.62

Number of Transactions: 14

Warrant Total: 46,632.85

Vendor Portion: 46,632.85

*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 - 13: TRUST & AGENCY (OCT 24) For Dates 10/1/2024 - 10/31/2024



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
42319	10/04/2024	712	CIVIL SERVICE EMPL ASSOC INC.		940.43
42393	10/18/2024	712	CIVIL SERVICE EMPL ASSOC INC.		940.43
100930	10/04/2024	709	BPL SPECIAL PAYROLL ACCOUNT		70,589.18
100931	10/04/2024	710	NYS INCOME TAX BUREAU		4,083.44
100932	10/04/2024	1946	IRS - PAYROLL TAX PMT		22,675.73
100933	10/04/2024	2003	NEW YORK STATE DEFERRED		3,021.50
100934	10/18/2024	709	BPL SPECIAL PAYROLL ACCOUNT		70,437.19
100935	10/18/2024	710	NYS INCOME TAX BUREAU		4,096.44
100936	10/18/2024	730	NYS EMPLOYEES RETIREMENT SYSTE		3,743.00
100937	10/18/2024	1946	IRS - PAYROLL TAX PMT		22,729.75
100938	10/18/2024	2003	NEW YORK STATE DEFERRED		2,921.50
Number of Transactions: 11				Warrant Total:	206,178.59
				Vendor Portion:	206,178.59

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 - 19: BILL SCHEDULE (NOV 24) For Dates 11/13/2024 - 11/13/2024**

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
42407	11/13/2024	30	ALBANY PUBLIC LIBRARY-MAIN BR	250246	22.49
42408	11/13/2024	2420	AMAZON CAPITAL SERVICES INC	250219	1,379.76
42409	11/13/2024	2457	AQUATIC ALLIES	250001	70.00
42410	11/13/2024	2505	ASSABET INTERACTIVE, LLC	250240	1,150.00
42411	11/13/2024	77	BAKER & TAYLOR , INC.	*See Detail Report	11,814.21
42412	11/13/2024	1887	BPAS - ACCOUNTS RECEIVABLE	250216	7,000.00
42413	11/13/2024	2200	CCB TECHNOLOGY, INC.	250203	1,637.50
42414	11/13/2024	2461	CHILDREN'S MUSEUM AT HOLYOKE	250234	250.00
42415	11/13/2024	2078	COUNTY WASTE & RECYCLING SERVICE, INC.	250003	632.34
42416	11/13/2024	1154	CRISAFULLI BROTHERS	250252	2,289.18
42417	11/13/2024	2428	DANIEL MAY	250141	40.00
42418	11/13/2024	1220	DEMCO, INC	250243	269.80
42419	11/13/2024	1991	EASTERN MANAGED PRINT NETWORK LLC	250005	601.88
42420	11/13/2024	2155	EDWARD C. MANGIONE LOCKSMITHS, INC.	250254	1,005.25
42421	11/13/2024	1986	FIRSTLIGHT FIBER	250006	191.28
42422	11/13/2024	2170	FRIENDS OF HILDENE	250247	250.00
42423	11/13/2024	1930	HEWITT'S GARDEN CENTERS INC.	250251	118.34
42424	11/13/2024	2201	LANE PRESS OF ALBANY	250007	2,245.00
42425	11/13/2024	2246	LANGUAGE SERVICES ASSOCIATES, INC.	*See Detail Report	500.00
42426	11/13/2024	1024	MIDWEST TAPE LLC	*See Detail Report	1,001.00
42427	11/13/2024	2313	MMB+CO ACCOUNTING	250090	11,000.00
42428	11/13/2024	2130	MUSEUM OF INNOVATION & SCIENCE	250223	700.00
42429	11/13/2024	2088	NYSID	250231	79.68
42430	11/13/2024	2431	ONONDAGA COUNTY PARKS	250241	110.00
42431	11/13/2024	2094	OTC BRANDS, INC.	250211	363.55
42432	11/13/2024	1823	OVER DRIVE INC.	*See Detail Report	10,530.04
42433	11/13/2024	2430	PLAYAWAY PRODUCTS LLC	250220	112.48
42434	11/13/2024	478	QUILL.COM	250242	57.48
42435	11/13/2024	1490	REPEAT BUSINESS	250150	146.20
42436	11/13/2024	2496	ROSANNE G. HARGRAVE	250102	350.00
42437	11/13/2024	1951	S & S WORLDWIDE INC.	250212	235.67
42438	11/13/2024	2092	SENSOURCE, INC	250213	1,218.00
42439	11/13/2024	2421	SETRON ASSOCIATES INC.	250020	500.57
42440	11/13/2024	2038	STAPLES BUSINESS ADVANTAGE	*See Detail Report	438.46
42441	11/13/2024	2154	STERICYCLE, INC.	250008	21.99
42442	11/13/2024	2340	T-MOBILE	250017	963.64
42443	11/13/2024	2437	THE CORNER GATEWAY, LLC	250255	76.00
42444	11/13/2024	1722	TROY PUBLIC LIBRARY-MAIN BRANCH	250249	14.99
42445	11/13/2024	2328	UNIFIRST CORPORATION	250009	101.32
42446	11/13/2024	1968	VERIZON WIRELESS	250002	100.49
42447	11/13/2024	645	W W GRAINGER INC	250010	2,019.11
42448	11/13/2024	653	WEISHEIT ENGINE WORKS	250253	372.48
42449	11/13/2024	1593	WILLIAM K. SANFORD LIBRARY	250214	12.95

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 19: BILL SCHEDULE (NOV 24) For Dates 11/13/2024 - 11/13/2024



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
Number of Transactions: 43				Warrant Total:	61,993.13
				Vendor Portion:	61,993.13

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

Certification of Warrant

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

Date

Signature

Title

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For H - 5: BILL SCHEDULE H-FUND (NOV 24) For Dates 11/13/2024 - 11/13/2024



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
1230	11/13/2024	1161	TOWN OF BETHLEHEM	250225	400.00
1231	11/13/2024	2499	SCHOOLHOUSE CONSTRUCTION SERVICES LLC	250176	16,250.00
1232	11/13/2024	2424	ASHLEY MCGRAW ARCHITECTS	250226	153,101.00
Number of Transactions: 3				Warrant Total:	169,751.00
				Vendor Portion:	169,751.00

Certification of Warrant

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

_____	_____	_____
Date	Signature	Title

[illegible]

Director's Report October 2024

Building Project

Work with the staff at BCSD continues as the details of holding the bond referendum at the library on **Thursday, Dec. 12, from 9 a.m. to 9 p.m. at the library** are confirmed. Information about absentee/early/military ballots has been disseminated and will continue to be sent out through our public information channels.

Specific areas of the building design are being further refined. These include audio visual design and shelving details. Further meetings will be scheduled as design proceeds.

Mark K. and Geoff K. had the opportunity to discuss the building project with the Delmar Progress Club on Monday, Nov. 4. The members were great, with a lively question and answer session.

Public Information Sessions with Ashley McGraw Architects will be held on **Wednesday, Nov. 13, and Tuesday, Dec. 3**. Both will feature a short presentation followed by a question and answer period. Both sessions are from **6-7:30 p.m. in the Community Room**.

National Grid came to the library to review the designs and plans for the electric transformer relocation. The project engineers are working with the Town of Bethlehem Water Department to perform water supply tests and ensure that there is sufficient pressure for a sprinkler system.

Circulation and Technical Services

Technical Services staff created a clever workaround to ensure that OverDrive records are accurately reflected in our Encore catalog.

Continued issues with the electronic museum pass software has forced us to explore alternative management programs for this popular service.

Public Services

Great Give Back (10/7-10/18) – We participated again this year, collecting cleaning and household supplies for the Bethlehem Food Pantry. Our community is

extremely generous and the Food Pantry was very grateful for the support. A big thank you to our maintenance staff for bringing everything over to the food pantry. Responsible staff: Lauren.



Programs

A Little Sunday Music: Classical Guitarists Harry Pellegrin and William Simcoe (10/13) – The library was pleased to welcome classical guitarists Harry Pellegrin and William Simcoe who performed a number of well-received selections. Both performers are members of the Classical Guitarist Society of Upstate New York. Responsible staff: Lauren K. & Rachael C. Attendance: 34.

BHA Speaker Series: The Albany Susquehanna Railroad (10/16) – Jill Knapp, PhD presented the history of the Albany Susquehanna Railroad (better known as the D&H), from its construction in 1869, to the violent battle between warring Boards of Directors for its control, to its current status as part of the Helderberg Hudson Rail Trail. The presentation was recorded and published on the library's YouTube channel. Responsible staff: Luke B. Attendance: 87.

Book Discussions –

Dark Corners (10/16) – “Heart Shaped Box” by Joe Hill was discussed. Responsible staff: Sarah R. Attendance: 6.

Day Books (10/7) – “The Art Thief: A True Story of Love, Crime, and a Dangerous Obsession” by Michael Finkel was discussed. Responsible staff: Beth P. Attendance: 19.

Book Page Pumpkins (10/3) – Adults and teens were invited to join us and turn old book pages into cute pumpkins to get into the fall spirit. We had a great turnout for

this craft program. Another successful effort to reduce and reuse pages from discarded books. Responsible staff: Erin M. Attendance: 18.

Creation Station: Monster Mash Masks (10/7 - 10/13) - Halloween-themed drop in craft in the Children's Place. This craft proved to be very popular. Attendance: 297



Early Literacy Programs (Responsible staff: Beth P., Mary D., Alex D., Shannon M., Lauren K., Luke B.) –

Weekly Series

Tiny Tots (5 sessions) – Attendance: 56, 32, 33, 47, 48

Music & Movement (8 sessions) – Attendance: 72, 82, 67, 45, 79, 66, 64, 62

Family Playtime (5 sessions) – Attendance: 20, 35, 42, 35, 37

Family Story Time (5 sessions) – Attendance: 32, 37, 45, 21, 30

Afternoon Family Story Time (1 session) – Attendance: 10

Pre-K Story Time (3 sessions) – Attendance: 29, 36, 26

Saturday Story Time Series

Craft A Snack & Story (1 session) – Attendance: 10

Saturday Story Time (3 sessions) – Attendance: 16, 7, 10

Sensory Story Time Series

Sensory Play Time (1 session) – Attendance: 25

Sensory Story Time & Play (1 session) – Attendance: 21

Ghostly Wreaths (10/21) – Adults and teens were invited to make a spooky ghost wreath at the library in this seasonal program. Another well-attended evening craft program. Responsible staff: Rachael C. Attendance: 17.

Kids Build (10/3 & 10/11) – We had a great turnout for this program. Participants had the opportunity to make their own creations using Legos, Duplo, and Snap Circuits. We plan to provide additional programming like this in the future. Responsible staff: Alex D. Attendance: 44 and 9.

Language Exchange (10/8) – An open-ended program for folks looking to practice speaking in another language, practice English conversation, or learn another language. Participants were invited to bring their personal abilities and chat with others interested in exploring the wide world of languages in a safe, casual setting. The intentionally open-ended nature of this and the first session held on 9/3 were used to gauge public interest and refine the program. Based on participant interests, we'll look to form French and English Conversation Clubs in the future. Responsible staff: Robert W. Attendance: 5

Library Trick or Treat (10/31) – We had stations set up throughout the service area with staff & Board members dressed in festive costumes handing out goodies. We also set up a photo backdrop of *It's the Great Pumpkin Charlie Brown* in the Children's Place. Staff and trick-or-treaters had a great time at this annual event. Responsible staff: Shannon M. and Lauren K. Attendees: 272

Listen and Learn: An Adventurous Life in Diplomacy (10/11) – The latest installment of our Listen & Learn Friday morning program series featured Robert Gosende who served as a diplomat in the US Foreign Service from the early 1960s to the end of the 1990s. His career intersected with some of the most important places, people and events of the time. The presentation was well-received with several folks requesting we host more programs like this. Responsible staff: Robert W. Attendance: 23.

Royal Tea Party (10/14) – There was a great response to our Royal Tea Party program. Children came dressed as their favorite prince or princess. Attendees were given cookies and beverages before enjoying an interactive story time. We finished the program with fun craft where participants could make their own crown that they could bring home with them. Responsible staff: Shannon M. Attendance: 40.

Scary Movie Bracket (9/26-10/30) – Scary movies went head-to-head for bragging rights in October Bethlehem's Scary Movie Bracket contest which was very

popular with the library community. We had 505 people participate and vote for their favorite scary movies. “The Shining,” directed by Stanley Kubrick, was the grand champion. Responsible staff: Robert W.

Selected Poems of William Butler Yeats (Part 1 of 5) (10/29) – The first program in a five-part poetry discussion series featuring selected poems from William Butler Yeats’ extensive body of work. This series is presented by a local Delmar resident, Jeff Cohen. Responsible staff: Luke B. Attendance: 18.

Outreach

After School Enrichment, Hamagrael Elementary (10/10, 10/17, 10/24 & 10/31) - Alex D. visited Hamagrael four times this month to lead a Build-Your-Own Boardgame workshop. His After-School Enrichment programs at Hamagrael continue to be popular. Attendance: 12, 12, 10, 9.

Halloween Hay Day (10/20) – Luke B. attended the Town of Bethlehem Parks and Recreation Department’s annual event at Elm Avenue Park. We handed out Footnotes newsletters, fliers, prizes and Free Book coupons along with our oversized Connect 4 lawn game which is always a big hit. The weather was perfect and our teen volunteer, Grace K., was extremely helpful. Interactions: 224.

The calm before the storm:



Trick or Treat Story Walk at Elm Avenue Park (10/16) – Jennifer R., Shannon M. & Chris M. along with a teen volunteer and volunteers from the Friends of the Library attended. They were stationed along the Paved Accessible Story Trail (P.A.S.T) and handed out goodies to trick or treaters. It was a little chilly and quite windy, but the kids had a great time. Interactions: 189.

Trunk or Treat at Elm Avenue Park (10/23) – Chris M., Geoff, Beth P., and Dan B. represented Bethlehem Public Library at the Annual Trunk or Treat at Elm Avenue Park. Staff wore their costumes and handed out goodies to children and caregivers who attended the event. It was a busy day at the park. Interactions 1,525.

Upcoming Programs

We are starting a weekly visit to the after-school gaming program at Bethlehem Central Middle School in November. On Dec. 14 we will take part in the Annual Bethlehem Holiday Parade.

Meetings and Miscellany

Phil has been collating and submitting reports to UHLS on the library's progress in completing the Equity Challenge. He has submitted five of the eight areas of the challenge. These include: Facilities and Equipment, Board Learning and Recruitment, Staff Learning, Organizational Culture and Leadership, and Collection Development and Purchasing. Areas for improvement and discussion have been identified in each area.

The library will be closed on Friday December 7th for Staff Development Day. We have scheduled a speaker who will join us for training in the morning. State of the Library, required safety training, and other activities are scheduled in the afternoon. All board members are welcome and encouraged to attend for any part of the day.

We had an unusually unusual month. We were able to work with the Bethlehem Police Department to help a patron locate the person who absconded with their phone. A person drove up onto the plaza, again thank you to the officers from the Police Department for their help in this situation. Thankfully no one was walking on the plaza at the time and there were no injuries. The maintenance staff has painted the curb near the plaza with red paint to help it stand out more.

Geoffrey Kirkpatrick, Library Director

Eva R. completed the NYLA Library Skills Academy, an 8-week interactive program covering libraries and library services. The program ran from September 10 through October 29. Attached is a summary provided by Eva Romero.

I was able to attend the NYLA Library Skills Academy, an 8-week online program, from September 10-October 29, 2024. A wide range of topics were covered, including "The Library & Your Community," "Outreach, Promotions, and Advocacy," and "Public/Customer Service." Sessions included presentations, discussions, and break-out sessions. Attending this program gave me the opportunity to gain more expansive knowledge of the many diverse aspects of library work, and how they relate back to customer service at their core. I was especially appreciative of the innovative and enthusiastic presenters, and the ability to interact with other attendees from libraries throughout the state. Thank you for giving me the opportunity to attend this program.

Library Collection				2023-24	Current Total
Adult fiction				28,367	28,377
Adult non-fiction				29,529	29,611
Adult audio				5,001	5,062
Adult video				7,892	7,883
Young adult fiction				4,653	4,845
Young adult nonfiction				611	632
Young adult audiobooks				290	292
Children's fiction				29,846	30,499
Children's non-fiction				15,642	15,125
Children's audiobooks				1,652	1,664
Children's video				1,164	1,144
OverDrive - UHLS Shared				136,558	144,673
e-magazines				5,439	5,711
Electronic (games, ereaders)				385	399
Total				267,029	275,917
Library Programs	Oct-24	Oct-23	% change	2023-24	F-Y-T-D
Programs	87	90	-3.3%	915	282
Program attendance	3,041	2,696	12.8%	26,209	8,352
Outreach Programs	11	14	-21.4%	104	31
Outreach Attendance	2,973	2,974	0.0%	17,204	5,564
Circulation	Oct-24	Oct-23	% change	2023-24	F-Y-T-D
Adult fiction	13,613	13,243	2.8%	164,971	58,546
Adult non-fiction	6,499	6,985	-7.0%	85,990	27,290
Adult audio	6,244	5,594	11.6%	69,337	24,841
Adult video	4,854	6,127	-20.8%	67,542	20,691
Magazines	2,592	2,899	-10.6%	30,266	9,040
Young adult fiction	1,448	1,309	10.6%	17,921	7,115
Young adult nonfiction	120	107	12.1%	1,484	441
Young adult audiobooks	253	255	-0.8%	3,384	1,203
Children's fiction	12,531	12,999	-3.6%	147,338	51,537
Children's non-fiction	2,750	2,931	-6.2%	37,789	11,943
Children's audiobooks	1,133	1,337	-15.3%	16,153	5,525
Children's video	476	568	-16.2%	6,059	1,793
Electronic (games, ereaders)	472	665	-29.0%	8,428	2,472
Total	52,985	55,019	-3.7%	656,662	222,437
Interlibrary Loan	Oct-24	Oct-23	% change	2023-24	F-Y-T-D
Borrowed from others	5,772	6,346	-9.0%	72,475	23,344
Loaned to others	4,904	4,637	5.8%	55,610	19,219
Miscellaneous	Oct-24	Oct-23	% change	2023-24	F-Y-T-D
Visits to our home page	30,826	39,120	-21.2%	454,330	119,087
Public use of meeting rooms	35	48	-27.1%	395	121
Public meeting attendance	402	726	-44.6%	4,901	1,157
Staff use & library programs	81	75	8.0%	861	279
Study room sessions	455	411	10.7%	4,846	1,643
Tech room/ Studio use	4	6	-33.3%	97	42
Door count	18,299	17,723	3.3%	221,744	73,813
Registered BPL borrowers	112	80	40.0%	1,095	430
Computer signups	1,229	1,160	5.9%	14,751	5,571
Museum Pass use	132	128	3.1%	1,359	640
E-book use	6,187	5,997	3.2%	75,317	25,499
E-audiobook use	5,590	4,974	12.4%	62,498	23,076
E-magazine use	2,329	2,651	-12.1%	27,587	8,138
Streaming video use	1,417	1,674	-15.4%	17,158	6,492
BCSD use via Overdrive	311	218	42.7%	2,197	649
Equipment	356	337	5.6%	4,625	1,610
Wireless Use	8,840	12,029	-26.5%	112,669	37,775

BETHLEHEM PUBLIC LIBRARY

51463 ERS - 2025 Annual Invoice

SEE PAYMENT INSTRUCTIONS BELOW

Payment of this Invoice must be received by the Retirement System on or before February 01, 2025. If paying the prepay amount, payment must be received on or before December 15, 2024. Unpaid balances accrue interest at the rate of 5.90%. If you have questions, please contact the Employer Information line at 1-866-805-0990 or 518-474-7736. Select #1 from the menu, enter your location code at the prompt and choose the Employer Billing option.

**Payment Due
February 01, 2025**

**Prepayment Due
December 15, 2024**

Total Amount Due : **\$326,244** **\$323,915**

**Contribution Stabilization Program
(Chapter 57, Laws of 2010)**

Minimum Amount Due Under This Program: **\$311,356** **\$309,027**
Maximum Amount to Amortize: \$14,888

Contribution Details						
Tier	Plan ID	Options	Salary	Rate	Regular Pension Contribution**	GTLI
2	75I	41J165	\$10,241	21.50%	\$2,151	\$51
3	A14	41J165	\$47,360	17.80%	\$8,193	\$237
4	A15	41J165	\$1,020,109	17.80%	\$176,479	\$5,101
5	A15	41J165	\$56,486	15.30%	\$8,360	\$282
6	A15	41J100	\$986,190	11.30%	\$106,509	\$4,931
6	A15	41J165	\$123,460	11.30%	\$13,334	\$617
Subtotal:			\$2,243,846		\$315,025	\$11,219

**Regular Pension Bill without GTLI - Uses March 31, 2024 Salaries with Final Rates

2025 Regular Pension Contribution, Including GTLI **\$326,244**

Invoice Details

	Due February 01, 2025 Payments	divide by factor	Pre Pay December 15, 2024 77 Payments
2025 Regular Pension Contribution	\$326,244	1.007191	\$323,915
Total Amount Due	\$326,244		\$323,915