



**Board of Trustees Meeting
Monday June 10, 2024 6:00 pm
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**
- **Review of previous meeting minutes (p. 2-11)**
- **Building project update – architect’s presentation**
- **Financial report (p. 12-21)**
 - **Treasurer’s update (p. 12)**
- **Personnel report (p. 22)**
 - **Personnel actions**
- **Director’s report (p. 23-28)**
- **UHLS report**
- **New business**
 - **Public Meeting Room Policy (p. 29-36)**
 - **Code of conduct – resolution (p. 37-38)**
 - **Construction manager (p. 39)**
 - **M/C salaries 2024-25**
 - **Other new business**
- **Old business**
 - **Building project update**
 - **Animals in the Library Policy – second read (p. 40-42)**
 - **Community Bulletin Board and Literature Rack Policy – second read (p. 43-45)**
 - **Meeting Room Policy violation - update**
 - **Other old business**
- **Future business**
- **Public participation**
- **Adjournment**
 - **Next board meeting: Monday July 15th, 2024 Organizational Meeting**
 - **Next Friends of the Library meeting: Monday June 17, 2024 6:30 pm**

MINUTES OF THE BOARD OF TRUSTEES MEETING
BETHLEHEM PUBLIC LIBRARY (COMMUNITY ROOM) **DRAFT**
Monday May 13, 2024

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

Geoffrey Kirkpatrick, director
Kristen Roberts, recording secretary

EXCUSED:

GUESTS: Jennifer Crawford, confidential secretary
Phil Berardi, assistant director/head of Circulation and Technical Services
Tanya Choppy, accounts clerk
Tracey McShane, personnel administrator
Chris McGinty, assistant director
Judi Kehoe, election official
Hazel Landa
Leslie Hudson
Jim Hudson
Joe Lombardo
Pippa Bartolotti
Robert McDonald

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

PRESENTATION OF THE 2024-25 PROPOSED LIBRARY BUDGET

S. Whiting presented an overview of the budget and noted that the levy was within the New York State mandated tax cap. She said that increases in personnel costs reflect a move to bring part-time wages into parity with their full-time counterparts, as well as increases in health insurance costs. She also noted that interest rates remain high so the library is trying to take advantage of that through investments in T-bills and CDs. C. Brancatella said the wage parity and personnel costs were part of the five-year negotiated contract with the union. M. Walsh thanked S. Whiting for taking advantage of the interest rates to increase the library's income.

PUBLIC PARTICIPATION

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

INTRODUCTION OF ELECTION OFFICIAL

J. Kehoe introduced herself to the board. She said she had acted as the election official for the school district for many years, and they always prided themselves on providing a smooth election. She said planning meetings for the library's Oct. 1 bond vote are already under way. C. Wijeyesinghe asked if there would be an exit survey at the vote. J. Kehoe said there would be and she is always amazed at the number of people who take the time to fill one out.

REVIEW OF PREVIOUS MEETING MINUTES

On a MOTION by M. Walsh with a SECOND by C. Wijeyesinghe, the board unanimously approved the minutes from the Monday April 15 regular board meeting.

FINANCIAL REPORT

Treasurer's update

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

- M. Walsh said the finance committee had discussed the investment opportunities in detail and feel that S. Whiting's recommendations are right for the course.

On a MOTION by C. Wijeyesinghe with a SECOND by M. Walsh, the board unanimously approved the Financial Statement dated 30 April 2024 (Checks disbursed in April 2024 based on pre-approval \$63,046.06; Checks disbursed in April 2024 relating to payroll \$195,211.65; Checks being submitted for approval \$85,701.17; CapProject Fund Checks \$175,834.00; Total: \$519,792.88).

PERSONNEL REPORT

G. Kirkpatrick said there are no personnel actions requested this month and noted that a part-time clerical position had been filled, bringing the library up to full staffing.

L. Scoons asked about the other open clerical positions that had previously been authorized to fill. G. Kirkpatrick said that there has not yet been a need based on the amount of physical materials being processed, but he wanted to make sure the positions were available if that changed. He also noted that the 6-hour/week page position is typically held for a student intern transitioning from the BCSD program that shows an interest in library work.

DIRECTOR'S REPORT

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

- G. Kirkpatrick listed the upcoming dates and times that the library would be at the farmers market and said trustees were welcome to join and share information about the building project. He shared a one-page informational document and said that more could be printed on demand if needed.
- He said the Evenings on the Green summer concert series might also be a good time for building project outreach.
- The recent architect events were well attended. G. Kirkpatrick said he was not expecting as many engineering questions, so the plan is to have the project engineers available at a future session.
- G. Kirkpatrick said that in discussions with other area libraries, the dramatic increase in demand for story times and children's reading programs is being seen across the board.

- Librarians will be heading into the schools during June to talk about the Summer Reading Program.
- Although DVD circulation continues to drop, the library is still maintaining that collection.
- Last month was the second in a row with a door count higher than 20,000.
- The library purchased extra mobile whiteboards that are seeing a lot of use by students in the main part of the library.

UHLS BOARD UPDATE

L. Scoons said the Upper Hudson board approved a motion to begin discussions about letting Schenectady become a part of Upper Hudson Library System. She said there are a lot of questions and some concern from libraries located near Schenectady County. She said the board also approved the awards for the annual celebration.

M. Kissinger asked about Schenectady's previous system. G. Kirkpatrick said it was part of the Mohawk Valley and Southern Adirondack systems under a joint agreement. M. Kissinger asked what the implications would be of them joining Upper Hudson. L. Scoons said it was a big library in terms of population served.

NEW BUSINESS

Property transfer resolutions

G. Kirkpatrick presented a set of four resolutions and agreements between the library and the school district to transfer the parcels of 51, 53 and 59 Borthwick to the school district and establishing the terms of a lease agreement that describes the relationship between the library and school district.

C. Wijeyesinghe said the provision that states the library agrees to use the premises solely for purposes consistent with its operation as a public library sounded like it mirrored the meeting room policy. G. Kirkpatrick said that it did not refer to the meeting room and meant that the library could not sublet the building out to a non-library tenant.

M. Kissinger asked how the insurance requirement compared to the library's current insurance costs. T. Choppy said it would be the same as the library is paying now.

C. Wijeyesinghe asked if the default provision of 20 days is a reasonable amount of time. C. Brancatella said that, although she would like to see it a little bit longer, it merely meant the library had 20 days to commence a plan to address a default. M. Kissinger asked what the process would be if the library disagreed it was a default or if the school district defaulted. He said he believed it should be a mutual agreement and asked that the provision reflect that, as well as add additional time for a response. C. Wijeyesinghe asked if the next step was to flag those issues for the attorney to review. L. Scoons asked if there was a time frame driving the process. G. Kirkpatrick said that the architects were eager to get it in place. C. Wijeyesinghe asked G. Kirkpatrick to seek counsel on the default provision concerns and see if they can be addressed in the coming weeks.

Library property agreement resolution

See above.

Boring proposal

G. Kirkpatrick said that project engineers were proposing the drilling of a 500-foot test bore to check thermal conductivity to see if the ground can support a geothermal well. The drilling is expensive, but the bore would become part of the geothermal system should it be built. The engineers need the information in order to design the system. C. Wijeyesinghe said she asked if they could wait to drill until after a bond vote passed. They said they could, but they wouldn't want to design a system only to find out later that it's incompatible with the landscape. G. Kirkpatrick said the risk of not drilling would be if they design a system based on assumptions and it needed to be redesigned at additional expense later. On the other hand, if they drill now and the bond doesn't pass, the drilling expense would have been unnecessary. M. Kissinger asked what they would learn by drilling prior to Oct. 1 that would have value if the bond went down. G. Kirkpatrick said they would know if a geothermal system would work and how it should be sized.

L. Scoons asked if any future project includes a geothermal system even if the October bond does not pass. She said she would be in favor of that. G. Kirkpatrick said that if the library was interested in a geothermal system as an organization, then he would recommend they drill now. L. DiBetta said that she hopes geothermal is the direction the library is going regardless of the vote.

C. Wijeyesinghe said she was opposed because she believes it is something they could wait on until after the vote, and she is not sure a second bond could accommodate a geothermal project.

On a MOTION by C. Wijeyesinghe with a SECOND by S. Patterson, the board voted to allow Sage Engineering to drill a 500-foot test bore and conduct a thermal conductivity test in the amount of \$36,225. C. Brancatella, L. DiBetta, M. Kissinger, S. Patterson, L. Scoons and M. Walsh voted in favor; C. Wijeyesinghe was opposed.

Other new business

L. Scoons said the board had previously talked about whether the current 5-year term is a deterrent for future candidates. She said the Guilderland board is in the process of shortening their terms to 3 years and asked if that is something the board would like to consider. C. Brancatella said that such a change would only affect subsequent board members if approved. M. Kissinger said that he felt like a shorter term was a smart way to move forward. It would require a bylaws and charter change. M. Walsh said that an argument against a shorter term was that there is a steep learning curve for new board members and a shorter term would mean fewer people with greater experience. L. DiBetta said she believes a shorter term might attract additional candidates. The board agreed to continue the discussion at a future meeting.

OLD BUSINESS

Construction manager – update

There are two formal applicants for the construction manager position. S. Whiting is creating a comparison document and the interview committee, which includes M. Kissinger and C. Wijeyesinghe, will set up interviews. G. Kirkpatrick said the biggest question from both applicants was about phasing the project so the library could stay open. In response to a question from C. Wijeyesinghe, G. Kirkpatrick said the architects have been asked to send any potential questions and the library had received a list of representative questions from the school district.

Public Meeting policy – update

C. Brancatella said that elements of the latest version of the draft have not been significantly changed but reflected input from the staff, board and the public. She noted that the library is not required

to make rooms available to the public but is choosing to and added that the board is aware they are putting a bond to the public where meeting space represents a significant addition and want to assure the public that it can be properly managed. She said the board was working on the rewrite of the policy publicly in the interest of transparency. She said many of the comments received had common themes and they would be discussing those further.

G. Kirkpatrick said that the only restrictions that can be placed on the use of public facilities are time and place and have to be content neutral. He said library resources have to be equitably distributed, and the least invasive way to do that is to make rooms available like a checkout of the book. Most uses are by small groups so this process would allow people to book a room in a very similar way to what is already done with study rooms. He said the rationale for requiring a 501c(3) for larger bookings was because it is an easy and objective way to determine whether a group is for profit or not. He said other possibilities would be to check whether a group has a New York State charity designation.

G. Kirkpatrick said that booking process for larger programs that are not affiliated with the library is more involved and would require renting the space as one would do at the school district. C. Brancatella added that the organization would be paying for the privilege of a private event. G. Kirkpatrick said that this use is already represented at the library by the groups that host piano recitals, and the policy would formalize it.

G. Kirkpatrick said that some bigger libraries make only some rooms available for specific uses, but that Bethlehem doesn't have enough space to do that. He noted that most of the current public uses of the library rooms do not require seating for large groups. He said the new meeting room policy was an attempt to avoid creating a level of formality for the vast majority of the ways people use the space while ensuring that it addresses nonprofit and crowd control concerns for larger groups.

C. Brancatella said the policy would clearly state that it will be incumbent upon the group booking the room to monitor compliance with the policy and be responsible for what takes place inside the room. She said the library is not trying to limit controversial speakers but provide a content neutral expectation that community groups are solely responsible for the speakers they bring in.

M. Walsh asked if the requirement for larger groups could exclude gatherings of people that aren't a non-profit, like a dancing club, especially as the library looks to expand meeting space in a proposed building project. G. Kirkpatrick said that the 25-35 limit for smaller groups was a recognition of how the rooms are primarily used. M. Kissinger said the policy would be reviewed on a regular basis and can be modified if the data supports it. L. Scoons said that the policy the board is working on is for the current building and not for the one being proposed.

C. Brancatella said that she believes library staff and the public are eager to have a new policy in place. She asked the board for their feedback on the highlighted topics and said the board hopes to have a policy ready to adopt by the June meeting.

S. Patterson said she thought the requirement of one adult per five children was excessive. L. DiBetta agreed and said that it could depend on the age of the child since 10-year-olds are already allowed unchaperoned in the library. She said she preferred using the term "responsible adult" without any number restrictions. The board continued to discuss the ratio and what constituted an "adult." C. Brancatella suggested that an appropriate age for a "designated user" would be 21.

The board discussed the capacities of the community and board rooms. G. Kirkpatrick said that although the fire code capacity for the community room is 109, that number feels high in practice and that the space more reasonably holds 65-person events. C. Brancatella suggested that capping large public events at 65 is based on staff ability to manage those events should issues arise.

L. DiBetta said she was concerned with the limited definition of community organization that requires them to be a 501c(3) as well as have a Bethlehem address. G. Kirkpatrick said the library has a limited resource in demand and restricting it to people who live in the library district and pay taxes seemed like a fair way to allocate those resources. L. DiBetta asked if the library could give priority to

local groups but open it up to others at some point. She said it felt like an equity issue and she is concerned about who the library would be excluding.

C. Brancatella said she felt that would be a good topic for another round of comments where board members could discuss who they think would be excluded by that definition and how the wording could be changed.

S. Patterson asked if it would be possible to give room reservation priority to taxpayers while opening it up to others at some point. G. Kirkpatrick said it would be very hard to do from a practical standpoint because of the 6-month booking window. M. Walsh said she fully supports restricting reservations to locals because the library represents Bethlehem taxpayers. L. DiBetta said there may be organizations that are not based in Bethlehem but serve the residents and are a benefit to the community. M. Walsh asked how many larger groups were attempting to meet at the library but are not a 501c(3). G. Kirkpatrick said the library did not ask that questions in the past but will try to get that. M. Walsh noted that the bulk of the public meetings at the library are smaller in nature.

The board discussed security and crowd control. C. Brancatella said the policy has provisions to ensure that it is not discriminatory, but would allow library staff to disperse the event if necessary. She welcomed more comment. M. Walsh said the need to provide security is only required if the event is deemed a threat and asked what the process was to determine the need. G. Kirkpatrick said the library would work with the group and the police but he expects those instances to be very rare. L. DiBetta says she has some concerns that those who wish to end an event may use that to force the issue.

M. Walsh asked about the stipulation that any publicity mentioning the library in social media has to be approved by director. C. Brancatella said that it requires that the director know as a heads up. G. Kirkpatrick said there is some discussion about how it will actually work. He said he does think that it's important that people know when a program is neither sponsored or affiliated with the library.

C. Wijeyesinghe asked if the board should be more specific about "neutral criteria." C. Brancatella said that was language from the attorney. G. Kirkpatrick asked if "objective criteria" was better.

C. Brancatella asked if allowing one reservation per month per groups was too little. G. Kirkpatrick said that the groups are currently allowed one booking per month after the six-month booking window opens but can book an additional room when the window closes to one month. He said he doesn't believe raising the limit would be equitable. L. Scoons said that re-educating those who use the rooms about the new policy will be significant.

M. Kissinger asked about the implementation timeline. He said it was important to consider the education of the public on the new policy and the lead time staff would need to implement the policy. C. Brancatella asked board members to share any additional comments by the following Monday so they could put together another draft well before June 10 board meeting. L. Scoons said she had some concerns about length of times for violations. M. Walsh said she wanted to point out to the public that the board was changing the policy in reaction to concerns from the past year and that it would hopefully make the library more open to everyone. M. Kissinger thanked everyone for their work on the policy.

Animals in the Library Policy – 1st read

C. Wijeyesinghe presented the policy to the board as a first read. M. Walsh asked if there were any changes from the previous version and what they were. G. Kirkpatrick said he would send her the marked up version. M. Walsh said it would be helpful to have that from the get go for all policies.

Bulletin Board Policy – 1st read

G. Kirkpatrick said the new policy would allow charitable promotions such as barbecue fundraisers. M. Walsh asked if babysitting and dog walking ads would be allowed as they were in the past. G. Kirkpatrick said they would not. M. Walsh said those types of bulletins are just advertising and

not selling a service on library grounds, and she was disappointed that the policy would limit that, especially when it comes to young people. G. Kirkpatrick said that it was a discussion about what is an acceptable use of government resources. M. Kissinger said that it was a good discussion to be having.

Building project – update

Completion of the SEQR is the next hard deadline the library is facing in the lead up to the bond vote.

Other old business

There was no other old business at this time.

FUTURE BUSINESS

Trustee resignation

C. Wijeyesinghe said that she and her spouse are in the process of moving to Massachusetts. She said she would be submitting a dated letter that would serve as her official resignation from the board when she steps down in June.

PUBLIC PARTICIPATION

There was no public participation at this time.

EXECUTIVE SESSION

On a MOTION by C. Wijeyesinghe with a SECOND by M. Walsh, the board voted unanimously to enter into executive session at 8:33pm to discuss matters involving proposed, pending or current litigation.

On a MOTION by C. Wijeyesinghe with a SECOND by C. Brancatella, the board voted unanimously to immediately adjourn executive session at 9:40pm.

ADJOURNMENT

On a MOTION by L. Scoons with a SECOND by M. Walsh, the board voted unanimously to adjourn the regular meeting at 9:41pm.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
M. Kissinger, board president

Board actions

- On a MOTION by M. Walsh with a SECOND by C. Wijeyesinghe, the board unanimously approved the minutes from the Monday April 15 regular board meeting.
- On a MOTION by C. Wijeyesinghe with a SECOND by M. Walsh, the board unanimously approved the Financial Statement dated 30 April 2024 (Checks disbursed in April 2024 based on pre-approval \$63,046.06; Checks disbursed in April 2024 relating to payroll \$195,211.65; Checks being submitted for approval \$85,701.17; CapProject Fund Checks \$175,834.00; Total: \$519,792.88).
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MINUTES OF THE SPECIAL BOARD OF TRUSTEES MEETING
BETHLEHEM PUBLIC LIBRARY (COMMUNITY ROOM) **DRAFT**
Tuesday June 4, 2024

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

Geoffrey Kirkpatrick, director

EXCUSED:

GUESTS: None

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

PUBLIC PARTICIPATION

There was no public participation at this time.

NEW BUSINESS

SEQR process update

M. Kissinger asked that the board hear the SEQR process update before voting on the attorney engagement letter.

G. Kirkpatrick said there has been a meeting between the architects, landscape engineers and attorney Bob Scofield with Whiteman, Osterman & Hanna to talk about the SEQR process and what type it would be. The process is likely to be considered an unclassified SEQR process, which will begin as soon as an engagement with the attorney is finalized. Other government entities with a relation to the property will be notified that the library intends to act as lead agency for the SEQR review. G. Kirkpatrick said that he was told that all pertinent public notification will be done at least a month before the October bond vote. He said notifications would run in both The Spotlight and The Times Union, the library's papers of record.

G. Kirkpatrick said that although the special meeting that evening was initially called to discuss the property transfer to the school district that would consolidate all of the separate parcels, the attorneys from Whiteman, Osterman & Hanna recommended that the property consolidation take place after the environmental quality review is complete. This is so that there would be no appearance of trying to avoid some aspect of the SEQR.

C. Wijeyesinghe asked if the district had any concerns about rolling the consolidation into the SEQR process. G. Kirkpatrick said that Whiteman Osterman & Hanna has also advised the district to wait.

M. Kissinger asked what the board's role would be in the SEQR process. G. Kirkpatrick said they would be authorizing the engagement with counsel, as well as public notifications.

L. DiBetta said that she works for DEC and consulted their attorneys and was advised to recuse herself to avoid any appearance of a conflict of interest.

C. Wijeyesinghe asked if the SEQR reports would come back to the board. G. Kirkpatrick said that information would be shared with trustees.

M. Walsh asked if it was normal for the board to act as lead agency in the SEQR process. G. Kirkpatrick said it is typically the government body with the most vested interest, and the school district does the same. He said the library and board would not be the ones putting together the actual report.

Attorney engagement for SEQR/bond counsel/building project

G. Kirkpatrick presented the board with the engagement letter for Whiteman, Osterman & Hanna. He said the library has worked with them on smaller projects in the past and they are on the library's approved authorizations list. C. Brancatella noted that the quoted rate was quite favorable.

On a MOTION by M. Walsh with a SECOND by C. Brancatella, the board voted to accept a proposal from Whiteman, Osterman & Hanna to provide legal services in connection with the library's building project at the following rates: \$250 per hour and \$150 per hour for all paralegal time. LD abstain Caroline Brancatella, Mark Kissinger, Sarah Patterson, Lisa Scoons, Michelle Walsh and Charmaine Wijeyesinghe voted in favor. Laura DiBetta abstained.

Other new business

There was no other new business at this time.

EXECUTIVE SESSION

On a MOTION by M. Walsh with a SECOND by C. Wijeyesinghe, the board voted unanimously to enter into executive session at 6:15pm to discuss matters involving proposed, pending or current litigation.

On a MOTION by L. Scoons with a SECOND by L. DiBetta, the board voted unanimously to adjourn executive session at 6:43pm.

ADJOURNMENT

On a MOTION by M. Walsh with a SECOND by L. Scoons, the board voted unanimously to adjourn the regular meeting at 6:44pm.

**Treasurer's Report
June 10, 2024**

Revenue and Expense Report for May

Expenses are tracking at 6% underbudget, compared to roughly 9% underbudget last year, with salaries and benefits about 3% underbudget compared to 5% last year. Spending on library materials continues to be significantly greater at this time compared to last year and is likely to come in close to budget.

Investments

The Treasury bill due on May 30 earned a little more than \$28,000. A new six-month T-bill valued at \$1,112,000 with a yield to maturity of 5.277% was purchased with the proceeds.

Sharon Whiting CPA
District Library Treasurer

BETHLEHEM PUBLIC LIBRARY

CASH & INVESTMENTS SUMMARY

AS OF 5/31/24

	BALANCE 4/30/2024	RECEIPTS	DISBURSEMENTS	EARNINGS	TRANSFERS	BALANCE 5/31/2024
TD Bank General Fund	265,711.31	103,642.01	(230,325.43)	(79.01)	292,099.48	431,048.36
TD Bank Payroll	0.00		(207,900.52)	-	207,900.52	0.00
TD Bank Money Market	2,190,229.85	-		4,874.74	(500,000.00)	1,695,104.59
TD Bank Treasury Bill	1,079,109.52		-	4,438.34	-	1,083,547.86
TD Bank Capital Project Fund	209,737.86	-	(175,834.00)		-	33,903.86
TD Bank 6 mo. CD Opened 5/7/24	1,540,007.50			3,597.26	(540,007.50)	1,003,597.26
TD Bank 3 mo. CD Opened 5/7/24	-			1,969.47	540,007.50	541,976.97
Key Bank Checking	<u>11,624.14</u>	<u>2,359.59</u>	<u>(172.24)</u>		-	<u>13,811.49</u>
TOTAL:	<u>5,296,420.18</u>	<u>106,001.60</u>	<u>(614,232.19)</u>	<u>14,800.80</u>	-	<u>4,802,990.39</u>

Checks outstanding greater than 90 days old:

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

*Includes Friends match for 2023

BETHLEHEM PUBLIC LIBRARY

REVENUE & EXPENSE REPORT

11 MONTHS ENDED 5/31/24

FISCAL YEAR 2023-2024

	ANNUAL BUDGET 2023-2024	YTD ACTUAL 11 MO. ENDED 5/31/2024	Percent YTD 5/31/2024	ANNUAL BUDGET 2022-2023	YTD PRIOR 11 MO. ENDED 5/31/2023	Percent YTD 5/31/2023
Real Property Taxes	4,401,969	4,401,969	100.0%	4,308,076	4,308,564	100.0%
PILOT	241,523	239,259	99.1%	227,724	233,871	102.7%
Fines	3,000	2,229	74.3%	2,000	2,547	127.3%
Interest on Deposits	52,000	185,466	356.7%	6,000	102,647	1710.8%
Lost Book Payments	7,500	11,317	150.9%	2,500	9,740	389.6%
Friends of BPL Contributions	-	7,903	0.0%	-	-	0.0%
Gifts and Donations, Misc	4,000	18,841	471.0%	3,500	10,543	301.2%
Photocopier	7,000	11,088	158.4%	6,500	8,234	126.7%
State Aid	26,000	25,367	97.6%	24,500	25,309	103.3%
Grants	-	-	0.0%	-	-	0.0%
Miscellaneous Income	-	1,029	0.0%	-	826	0.0%
Total Revenue	4,742,992	4,904,467	103.4%	4,580,800	4,702,280	102.7%
EXPENSES						
Salaries	2,547,087	2,278,143	89.4%	2,444,929	2,105,480	86.1%
Retirement	280,440	263,799	94.1%	237,333	232,558	98.0%
Health Insurance	372,300	325,772	87.5%	364,700	334,332	91.7%
Other Benefits	227,365	189,805	83.5%	219,538	177,284	80.8%
Subtotal Salaries & Benefits	3,427,192	3,057,519	89.2%	3,266,500	2,849,654	87.2%
Library Materials - Print	292,000	244,904	83.9%	290,000	187,272	64.6%
Library Materials - Electronic & Audio	283,000	225,483	79.7%	296,000	223,006	75.3%
Subtotal Library Material	575,000	470,386	81.8%	586,000	410,278	70.0%
Operations	605,800	532,688	87.9%	593,300	446,197	75.2%
Capital Expenditures	100,000	11,023	11.0%	100,000	12,202	12.2%
Contingency	35,000	-		35,000	-	
Total Expenses	4,742,992	4,071,616	85.8%	4,580,800	3,718,331	81.2%

BETHLEHEM PUBLIC LIBRARY

EXPENSES REPORT - DETAIL

11 MONTHS ENDED 5/31/24

FISCAL YEAR 2023 - 2024

	ANNUAL BUDGET 2023-2024	YTD ACTUAL 11 MO. ENDED 5/31/2024	Percent YTD 5/31/2024	ANNUAL BUDGET 2022-2023	YTD PRIOR 11 MO. ENDED 5/31/2023	Percent YTD 5/31/2023
Salaries & Benefits						
Salaries-Librarians	1,178,184	1,131,639	96.0%	1,174,134	1,036,181	88.3%
Salaries-Support Staff	1,190,063	979,365	82.3%	1,108,487	919,394	82.9%
Salaries-Custodians	178,840	167,139	93.5%	162,308	149,905	92.4%
Subtotal Salaries	2,547,087	2,278,143	89.4%	2,444,929	2,105,480	86.1%
Retirement	280,440	263,799	94.1%	237,333	232,558	98.0%
Health Ins.	372,300	325,772	87.5%	364,700	334,332	91.7%
SocSec/Medicare	194,865	168,308	86.4%	187,038	154,575	82.6%
Worker's Comp.	20,000	9,735	48.7%	20,000	12,370	61.8%
Unemployment	10,000	11,083	110.8%	10,000	9,072	90.7%
Disability Ins.	2,500	679	27.1%	2,500	1,267	50.7%
Subtotal Salaries & Benefits	3,427,192	3,057,519	89.2%	3,266,500	2,849,654	87.2%
Library Materials						
Adult books	171,000	157,730	92.2%	171,000	117,503	68.7%
Periodicals	21,000	11,059	52.7%	19,000	11,374	59.9%
YS Books	85,000	61,311	72.1%	85,000	49,217	57.9%
Special Collections	15,000	14,803	98.7%	15,000	9,178	61.2%
Subtotal Print Materials	292,000	244,904	83.9%	290,000	187,272	64.6%
Audiobooks	20,000	16,494	82.5%	23,000	18,426	80.1%
E-Collections	196,000	144,528	73.7%	196,000	145,074	74.0%
Electronic Resources	31,000	41,032	132.4%	27,000	32,479	120.3%
YS Audiobooks	4,000	3,713	92.8%	5,000	5,054	101.1%
YS Media	2,000	1,189	59.4%	5,000	1,305	26.1%
AS Media	30,000	18,527	61.8%	40,000	20,669	51.7%
Subtotal Electronic & Audio	283,000	225,483	79.7%	296,000	223,006	75.3%
Subtotal Library Materials	575,000	470,386	81.8%	586,000	410,278	70.0%
Operations						
Copiers and supplies	15,000	11,147	74.3%	15,000	8,989	59.9%
Office supplies	20,000	10,051	50.3%	20,000	11,593	58.0%
Custodial supplies	20,000	16,495	82.5%	26,000	14,022	53.9%
Postage	22,000	15,686	71.3%	20,000	15,671	78.4%
Printing & Marketing	35,000	41,944	119.8%	35,000	21,142	60.4%
Van lease & oper.	4,000	1,841	46.0%	4,000	498	12.5%
Gas and Electric	75,000	59,267	79.0%	65,000	70,846	109.0%
Telecom & Cloud Svcs	24,000	21,449	89.4%	14,000	21,753	155.4%
Water	3,000	2,092	69.7%	3,000	2,580	86.0%
Taxes-sewer & water	3,400	2,871	84.4%	3,400	3,336	98.1%
Refund property taxes	5,000	3,266	65.3%	7,500	99	1.3%
Prof. Services	30,000	30,613	102.0%	30,000	11,898	39.7%
Contract Services	50,000	21,977	44.0%	45,000	20,601	45.8%
Insurance	30,000	29,581	98.6%	29,000	25,739	88.8%
Bank Fees	1,400	1,358	97.0%	1,400	1,449	103.5%
Travel/Conference	3,500	8,569	244.8%	3,000	3,387	112.9%
Memberships	3,000	3,068	102.3%	3,000	2,239	74.6%
Special Programs	35,000	38,153	109.0%	32,000	19,317	60.4%
Furniture & Equipment	30,000	17,746	59.2%	40,000	19,260	48.1%
IT Hardware & Software	50,000	50,310	100.6%	42,000	41,191	98.1%
Bld & Grnd. Repair	40,000	38,829	97.1%	40,000	12,095	30.2%
Furn/Equip Repair	2,000	3,147	157.4%	2,000	285	14.3%
Miscellaneous	6,500	8,548	131.5%	6,000	8,400	140.0%
Audit Service	24,000	19,250	80.2%	24,000	22,900	95.4%
Accounting Service	20,000	19,706	98.5%	30,000	33,521	111.7%
UHLAN fees	54,000	55,726	103.2%	53,000	53,385	100.7%
Subtotal Operations	605,800	532,688	87.9%	593,300	446,197	75.2%
Capital Expenditures	100,000	11,023	11.0%	100,000	12,202	12.2%
Contingency	35,000	-	0.0%	35,000	-	0.0%
TOTAL	4,742,992	4,071,616	85.8%	4,580,800	3,718,331	81.2%

BETHLEHEM PUBLIC LIBRARY**DISBURSEMENTS SUMMARY**

CHECKS DISBURSED IN MAY 2024 BASED ON PRE-APPROVAL	\$	47,433.10
CHECKS DISBURSED IN MAY 2024 RELATING TO PAYROLL	\$	303,037.58
CHECKS BEING SUBMITTED FOR APPROVAL	\$	113,348.11
CHECKS BEING SUBMITTED FOR APPROVAL - CAPITAL PROJECT FUND	\$	190,304.57

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 43: PREAPPROVED (MAY 24) For Dates 5/1/2024 - 5/31/2024



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
41988	05/01/2024	1424	AFLAC NEW YORK		220.04
41989	05/01/2024	1831	CDPHP UNIVERSAL BENEFITS, INC.		33,777.66
41990	05/01/2024	1080	COMMISSIONER OF MOTOR VEHICLES	240555	98.50
41991	05/01/2024	2395	CSEA EMPLOYEE BENEFIT FUND		192.13
41992	05/01/2024	720	MVP HEALTH PLAN, INC.		6,185.02
41993	05/01/2024	2061	UNITED HEALTHCARE INSURANCE CO		166.25
41994	05/01/2024	1607	VERIZON BUSINESS FIOS	240003	124.99
41995	05/01/2024	1607	VERIZON BUSINESS FIOS	240003	159.79
41996	05/06/2024	2340	T-MOBILE	240018	2,032.45
41997	05/06/2024	1607	VERIZON BUSINESS FIOS	240003	199.99
41998	05/06/2024	1607	VERIZON BUSINESS FIOS	240003	89.00
42041	05/13/2024	2137	WEX BANK	*See Detail Report	194.08
42042	05/21/2024	2426	JPMORGAN CHASE BANK NA	*See Detail Report	1,700.23
42043	05/21/2024	1607	VERIZON BUSINESS FIOS	240003	159.79
42045	05/28/2024	1570	NATIONAL GRID		3,902.50
42046	05/28/2024	1607	VERIZON BUSINESS FIOS	240003	124.99
42047	05/28/2024	1607	VERIZON BUSINESS FIOS	240003	159.79
Number of Transactions: 17				Warrant Total:	49,487.20
				Vendor Portion:	49,487.20

*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 - 41: TRUST & AGENCY (MAY 24) For Dates 5/1/2024 - 5/31/2024



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
41987	05/03/2024	712	CIVIL SERVICE EMPL ASSOC INC.		925.69
42040	05/17/2024	712	CIVIL SERVICE EMPL ASSOC INC.		925.69
42044	05/31/2024	712	CIVIL SERVICE EMPL ASSOC INC.		906.86
100881	05/03/2024	709	BPL SPECIAL PAYROLL ACCOUNT		68,647.55
100882	05/03/2024	710	NYS INCOME TAX BUREAU		3,847.61
100883	05/03/2024	1946	IRS - PAYROLL TAX PMT		21,714.81
100884	05/03/2024	2003	NEW YORK STATE DEFERRED		2,841.56
100885	05/17/2024	709	BPL SPECIAL PAYROLL ACCOUNT		67,931.92
100886	05/17/2024	710	NYS INCOME TAX BUREAU		3,788.80
100887	05/17/2024	1946	IRS - PAYROLL TAX PMT		21,600.42
100888	05/17/2024	2003	NEW YORK STATE DEFERRED		2,991.56
100889	05/31/2024	709	BPL SPECIAL PAYROLL ACCOUNT		71,321.05
100890	05/31/2024	710	NYS INCOME TAX BUREAU		4,108.99
100891	05/31/2024	730	NYS EMPLOYEES RETIREMENT SYSTE		5,595.88
100892	05/31/2024	1946	IRS - PAYROLL TAX PMT		22,884.26
100893	05/31/2024	2003	NEW YORK STATE DEFERRED		3,004.93
Number of Transactions: 16				Warrant Total:	303,037.58
				Vendor Portion:	303,037.58

Certification of Warrant

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Date
Signature
Title

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 47: BILL SCHEDULE (JUN 24) For Dates 6/11/2024 - 6/11/2024



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
42058	06/11/2024	1963	3N DOCUMENT DESTRUCTION	240593	28.50
42059	06/11/2024	2099	4IMPRINT, INC.	*See Detail Report	2,770.43
42060	06/11/2024	2420	AMAZON CAPITAL SERVICES INC	240616	2,148.44
42061	06/11/2024	2457	AQUATIC ALLIES	240399	89.99
42062	06/11/2024	77	BAKER & TAYLOR , INC.	*See Detail Report	18,304.74
42063	06/11/2024	90	BETHLEHEM CENTRAL HIGH SCHOOL	240601	8.84
42064	06/11/2024	1337	BUSINESS JOURNALS	240605	135.00
42065	06/11/2024	2297	CAPITAL REGION INDEPENDENT MEDIA	240588	92.00
42066	06/11/2024	2333	CASTUS CORPORATION	240648	2,400.00
42067	06/11/2024	2366	CORNING MUSEUM OF GLASS	240629	300.00
42068	06/11/2024	2078	COUNTY WASTE & RECYCLING SERVICE, INC.	*See Detail Report	316.17
42069	06/11/2024	1154	CRISAFULLI BROTHERS	240546	9,450.00
42070	06/11/2024	2428	DANIEL MAY	240511	40.00
42071	06/11/2024	1220	DEMCO, INC	240635	178.50
42072	06/11/2024	1463	EAST GREENBUSH COMM LIBRARY	240595	12.99
42073	06/11/2024	1991	EASTERN MANAGED PRINT NETWORK LLC	240007	257.01
42074	06/11/2024	1627	FARONICS TECHNOLOGIES USA INC.	240631	560.00
42075	06/11/2024	1986	FIRSTLIGHT FIBER	240008	187.22
42076	06/11/2024	787	GUILDERLAND PUBLIC LIBRARY	*See Detail Report	66.89
42077	06/11/2024	1930	HEWITT'S GARDEN CENTERS INC.	240584	260.44
42078	06/11/2024	959	INFO USA MARKETING, INC (SUBSIDIARY OF DATA AXLE INC.)	240590	343.00
42079	06/11/2024	2160	JESTER JIM INC	240609	750.00
42080	06/11/2024	2477	JUMPIN' JAMIE ENTERTAINMENT LLC	240449	600.00
42081	06/11/2024	2322	KANOPY INC.	240589	1,055.00
42082	06/11/2024	2246	LANGUAGE SERVICES ASSOCIATES, INC.	240002	7.50
42083	06/11/2024	2261	LIBRARY IDEAS, LLC	240607	527.52
42084	06/11/2024	1024	MIDWEST TAPE LLC	*See Detail Report	3,354.84
42085	06/11/2024	1921	MOTION PICTURE LICENSING CORP.	240606	260.40
42086	06/11/2024	1088	NASSAU FREE LIBRARY	240639	15.00
42087	06/11/2024	2148	NORTHEAST PEST CONTROL	240006	199.00
42088	06/11/2024	2088	NYSID	*See Detail Report	129.83
42089	06/11/2024	1823	OVER DRIVE INC.	*See Detail Report	28,135.57
42090	06/11/2024	2402	PBC GURU LLC	240625	3,500.00
42091	06/11/2024	450	PHILLIPS HARDWARE INC	240013	218.88
42092	06/11/2024	2430	PLAYAWAY PRODUCTS LLC	*See Detail Report	648.63
42093	06/11/2024	1490	REPEAT BUSINESS	240056	82.05
42094	06/11/2024	984	RESERVE ACCOUNT-PITNEY BOWES	240592	1,500.00
42095	06/11/2024	2282	ROGER HELD PIANO SERVICE	240630	120.00
42096	06/11/2024	1951	S & S WORLDWIDE INC.	240634	19.53
42097	06/11/2024	2038	STAPLES BUSINESS ADVANTAGE	240578	171.67
42098	06/11/2024	2154	STERICYCLE, INC.	240010	21.99
42099	06/11/2024	2273	THOMAS COLE NATIONAL HISTORICAL SITE	240628	100.00
42100	06/11/2024	2490	TOM SIELING	240610	235.00
42101	06/11/2024	2307	TRANE U.S. INC.	240603	21,206.00
42102	06/11/2024	2328	UNIFIRST CORPORATION	240011	303.96

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 47: BILL SCHEDULE (JUN 24) For Dates 6/11/2024 - 6/11/2024



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
42103	06/11/2024	632	UPPER HUDSON LIBRARY SYSTEM	240602	4,000.00
42104	06/11/2024	2142	VANGUARD ID SYSTEMS	240552	1,510.00
42105	06/11/2024	1968	VERIZON WIRELESS	240004	100.43
42106	06/11/2024	746	VOORHEESVILLE PUBLIC LIBRARY	*See Detail Report	34.95
42107	06/11/2024	645	W W GRAINGER INC	*See Detail Report	5,774.82
42108	06/11/2024	1884	W.B. MASON CO., INC.	240642	447.10
42109	06/11/2024	2182	W.M. BIERS INC.	240587	368.28
Number of Transactions: 52				Warrant Total:	113,348.11
				Vendor Portion:	113,348.11

*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

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Date Signature Title

BETHLEHEM PUBLIC LIBRARY



Check Warrant Report For H - 11: BILL SCHEDULE (H FUND) JUN 24 For Dates 6/11/2024 - 6/11/2024

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
1223	06/11/2024	2424	ASHLEY MCGRAW ARCHITECTS	240408	190,304.57
Number of Transactions: 1				Warrant Total:	190,304.57
				Vendor Portion:	190,304.57

Certification of Warrant

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Date Signature Title

June 10, 2024 - Board of Trustee Meeting											
Personnel Report											22
Title	Dept.	Current Hours to be Approved	Former Hours if Changed	Salary/Rate	Previous or Current Incumbent	End Date	BOT Approved to Fill	Status	Name	Start Date	Type
<u>Previously Approved to Fill</u>											
Library Clerk PT	Circulation Services	11 hrs/wk	15 hrs/wk	\$16.26/hour or per contract	E. Romero	2/28/2021	3/8/2021				
Library Clerk PT	Circulation Services	15 hrs/wk		\$16.26/hour or per contract	A. Russo	8/15/2021	10/12/2021				
Library Page PT	Collection Maintenance	12.8 hrs/wk		\$15.20/hour	M. Mitchel	5/11/2022	5/9/2022				
Library Page PT	Collection Maintenance	6 hrs/wk		\$15.20/hour	D. Bloom	8/30/2023	9/11/2023				
<u>Action Requested</u>											
<u>Positions Held</u>											
None											

Director's Report June 2024

Building Project

The NYS environmental quality review process is beginning. Letters will soon be going out to our fellow government entities letting them know of our intention to declare the library as the lead agency on the review. The library's attorney will guide us through this process. There will be a resolution from our attorney for the board to formally declare the library as the lead agency.

We have been working to ensure that we will be ready for the October 1 referendum on the library project. There are many details, but the staff and administrators at BCSD have been helpful throughout this process.

Candidates for construction managers were interviewed, and the CM workgroup will recommend a firm at the June 10 board meeting.

Staff from Administration and the Maintenance department met with Judi Kehoe to plan for the October 1 vote. Her expertise about the physical layout of the Community Room during the vote has been extremely helpful.

Public Services

May was Asian American and Pacific Islander (AAPI) Heritage Month. We celebrated with a display at the Information Desk and a comprehensive suggested reading list.



Our fax service was particularly popular this month, even more so than previous months. People are always surprised and happy to learn that sending a fax at the library is free.

Our subscription to the UdeMy learning database expires on June 30. We are not planning to renew it; usage of this service has been uniformly low even with publicity and program support. We publicized it in our print and electronic newsletters and offered two in-person programs introducing and demonstrating the product. It is one of our most expensive databases and, unfortunately, the use does not justify the expense.

Program Highlights

1000 Cranes for Mental Health (5/1-5/31) – May is National Mental Health Awareness Month. To reduce stigma and encourage a sense of community we encouraged patrons to fold origami cranes for mental health. Two origami folding programs were scheduled, one on 5/1 and the other on 5/31. Origami paper with instructions was also made available at a table in the library all month long so visitors to the library could participate. The folded cranes will be featured in an upcoming display.

Animal Hospital (5/29) – Children were invited to bring in their favorite stuffed animal friend to the library for a check-up and work on a craft while waiting. Doctor visit-themed books were also set out for children to read at the program or check out. We partnered with the Bethlehem Central Middle School’s Helping Hands Club to offer this fun program as a gentle way for kids to experience how a visit to a doctor or veterinarian might go. Attendance: 34

Dark Corners Book Discussion Group (5/15) – “Sundial” by Catriona Ward was discussed. Attendance: 6

Day Books (5/6) – “Olga Dies Dreaming” by Xochitl Gonzalez was discussed. Attendance: 16

Book Page Bouquets (5/22) – Harnessing the spirit of reduce, reuse and recycle, we invited adults and teens to a craft program where we reused book pages to make paper flowers and bouquets. Attendance: 22

Comic Book Day (5/4) – To celebrate Comic Book Day, we scheduled several events. Children and teens were invited to stop in to pick up a comic and engage in comic book related activities available all day. We also held a special superhero-themed story time in the morning and a screening of the 2023 film “The Marvels” in the afternoon. Total attendance: 95

Creation Station: Darling Dragonflies (5/6-5/12) – A popular Creation Station craft. We received many compliments and found that caregivers were just as excited about this as children. Creations made: 198



Early Literacy Programs



Weekly Series

- Tiny Tots (3 sessions) – Attendance from 32-48 participants per session
- Music & Movement (6 sessions) – Attendance from 43-73 participants per session
- Family Playtime (4 sessions) – Attendance: 24-58 participants per session
- Family Story Time (4 sessions) – Attendance: 34-52 participants per session
- Pre-K Storytime (3 sessions) – Attendance from 16-24 participants per session

Saturday Storytime Series

- Saturday Storytime – 5/4 Superhero theme Attendance: 16
- Saturday Storytime – 5/11 Attendance: 16

Sensory Storytime Series

- Sensory Story Time and Play – 5/31 Attendance: 14

Listen & Learn: Adirondack Place Names (5/10) – The latest installment of our Listen & Learn Friday morning program series highlighted local history. Participants were invited to learn about the Adirondack Mountains and discover the meaning behind the names of places found there. Attendance: 25

Pop-Up Craft Station (5/14, 5/16, 5/21, 5/23) – We set up four one-day craft projects in the Children’s Place using supplies we had on-hand. The Pop-Up Crafts were in addition to the regular Creation Station. It was a tremendous success. Attendance: 14, 48, 12, 31



Roaring '20s Seniors Prom (5/24) – We collaborated with Bethlehem Senior Services & Bethlehem Senior Projects Inc. to host a '20s-themed Seniors Prom at the Bethlehem Town Hall. Participants were invited to dress like a gangster or silent screen star and dance up a storm to live music performed by Annie and the Hedonists. Refreshments were served and everyone enjoyed a little freewheeling fun. Having collaborated to host this event several times pre-2020, this was the first year back for this program. Attendance: 56

Outreach Highlights

Bethlehem Walk & Roll Fest (5/18) – Held in Delmar at 250 Delaware Avenue near the rail trail, the event is sponsored by the Bethlehem Parks and Recreation Department, Bethlehem Police Community Services Unit, and the Bethlehem Bicycle and Pedestrian Committee. The event highlights bicycle, pedestrian, crosswalk, and traffic safety and prepares the public for summer bike rides with bike checks, helmet fitting and various riding skill stations. We have participated in the event the past few years by hosting an information table to engage the community. We fielded several questions about the proposed building project and heard a lot of “we love the library” comments. Attendance: 115

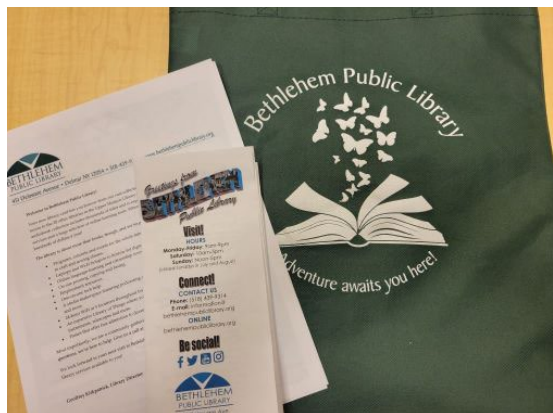
Peregrine Senior Living at Delmar (5/16) – Looking to develop closer ties with local seniors, we visited the assisted living facility next door to the library and provided a presentation about the library and library services. Handouts and library card applications were revised with larger font sizes to better accommodate those with visual impairments. We received a nice thank-you email from Peregrine after the event mentioning the large print Footnotes and library card application and the staff. Attendance: 18

Circulation and Technical Services

Museum pass use was up 55% over May 2023. While overall physical museum pass use slightly exceeds the new digital download and print method, much of the increase was represented by the digital passes. In May digital museum passes were checked out fewer than three days after the previous checkout. These checkouts may not have been previously possible without the digital system.

Door count was higher than in May 2023 an increase of 5% which was like the increase in overall circulation. The Community Room had a remarkably high door count of 1,148 for the Friends of the Library book sale with much of the activity taking place outside on the Plaza and therefore not counted.

In the spirit of celebrating new cardholders, a revision to the Welcome Packet has streamlined Library handouts in a re-usable tote bag. The Welcome Packet is offered in English, Chinese, and Spanish. This cost neutral approach removes the extra folder, magnet, coloring page, color pencils, and USB flash drive that were previously offered and encourages patrons to bring their reusable bag to the library when checking out items. These will be offered all Summer or until bags run out.



Upcoming Programs

The Summer Reading Challenge begins the last week of June. Our annual Summer Reading kick-off event is scheduled for Friday June 28. Performer Jumpin' Jamie will offer two performances, a morning *Music and Puppets with Jumpin' Jamie* program at 11am for the preschool crowd and another program at 2pm, *Indiana Jamie and the Adventures in Reading*, geared toward older children.

Summer outreach season is also upon us. We will be at Five Rivers for Get Outdoors Day on 6/8, the Albany Pride Parade on 6/9, and Bethlehem Pride Fest on 6/22.

Meetings and miscellany

I toured three branches of the Schenectady County Public Library. The staff there prepared some statistical information for the UHLS Directors Association. The buildings I toured were very nice, of particular note was the large amount of space available at their main branch as well as the lovely children's room.

Geoffrey Kirkpatrick, Library Director

Library Collection				2022-23	Current Total
Adult fiction				27,254	27,868
Adult non-fiction				29,671	29,650
Adult audio				5,713	4,975
Adult video				8,387	7,857
Young adult fiction				5,084	4,567
Young adult nonfiction				650	602
Young adult audiobooks				486	289
Children's fiction				29,443	29,637
Children's non-fiction				15,860	15,483
Children's audiobooks				1,620	1,602
Children's video				1,314	1,183
OverDrive - UHLS Shared				120,043	134,775
e-magazines				4,710	5,225
Electronic (games, ereaders)				405	386
Total				250,640	264,099
Library Programs	May-24	May-23	% change	2022-23	F-Y-T-D
Programs	88	74	18.9%	667	854
Program attendance	2,285	1,810	26.2%	17,832	24,995
Outreach Programs	10	26	-61.5%	91	86
Outreach Attendance	4,246	3,155	34.6%	11,899	14,089
Circulation	May-24	May-23	% change	2022-23	F-Y-T-D
Adult fiction	13,188	12,584	4.8%	157,456	151,256
Adult non-fiction	7,009	6,974	0.5%	84,784	79,095
Adult audio	6,149	5,158	19.2%	56,558	63,166
Adult video	4,631	5,372	-13.8%	71,154	62,761
Magazines	2,695	1,312	105.4%	15,828	27,891
Young adult fiction	1,350	1,441	-6.3%	17,774	16,230
Young adult nonfiction	85	158	-46.2%	1,792	1,398
Young adult audiobooks	315	246	28.0%	2,844	3,146
Children's fiction	10,485	10,591	-1.0%	147,150	135,297
Children's non-fiction	3,116	2,999	3.9%	37,799	34,902
Children's audiobooks	1,256	1,116	12.5%	14,929	14,820
Children's video	347	427	-18.7%	6,330	5,695
Electronic (games, ereaders)	568	468	21.4%	7,669	7,755
Total	51,194	48,846	4.8%	622,067	603,412
Interlibrary Loan	May-24	May-23	% change	2022-23	F-Y-T-D
Borrowed from others	5,392	5,875	-8.2%	73,725	67,140
Loaned to others	4,483	4,429	1.2%	53,319	51,228
Miscellaneous	May-24	May-23	% change	2022-23	F-Y-T-D
Visits to our home page	29,553	34,784	-15.0%	418,101	425,076
Public use of meeting rooms	27	29	-6.9%	473	361
Public meeting attendance	400	446	-10.3%	5,695	4,470
Staff use & library programs	75	89	-15.7%	714	799
Study room sessions	439	425	3.3%	4,290	4,458
Tech room/ Studio use	6	6	0.0%	125	84
Door count	17,229	16,442	4.8%	194,334	203,822
Registered BPL borrowers	61	63	-3.2%	1,085	991
Computer signups	1,142	1,080	5.7%	13,008	13,464
Museum Pass use	127	82	54.9%	1,192	1,210
E-book use	6,573	5,395	21.8%	67,186	68,768
E-audiobook use	5,816	4,469	30.1%	49,297	56,808
E-magazine use	2,455	947	159.2%	12,862	25,452
Streaming video use	1,267	1,254	1.0%	14,758	15,772
BCSD use via Overdrive	514	197	160.9%	1,549	1,965
Equipment	331	333	-0.6%	3,867	4,218
Wireless Use	9,598	12,783	-24.9%	127,768	102,696

DRAFT AS OF June 10, 2024 (Version for Board Vote)

Bethlehem Public Library Meeting Room Access and Use Policy	Adopted: July 1, 2024
Position responsible for compliance: Director, Bethlehem Library Board of Trustees	Reviewed by Trustees: Quarterly for the first year after adoption. Annually thereafter.

I. Purpose

To further its mission to serve the needs of the Bethlehem community and Bethlehem Library cardholders, and make optimal use of its facilities, the Bethlehem Public Library (the “Library”) makes space (“Library Space”) available to Bethlehem Library cardholders, affiliated entities, and local charitable groups per this Bethlehem Public Library Meeting Room Access and Use Policy (the “Policy”). It is the goal of the Library to provide a welcoming space for community learning. The Library adheres to the principles of the American Library Association’s policy statement *Meeting Rooms: An Interpretation of the Library Bill of Rights*, which states that facilities should be made available “on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.”

II. Application

This Policy is limited to use of the Library’s Board Room and the Community Room.

III. Key Considerations

1. Any individual or group (a “User”) may request use of Library Space through the Library’s website. Library Space is available for use during the Library’s normal hours of operation. Use should not be scheduled for the first hour the Library is open if extensive setup is necessary. Library Space must be vacated fifteen (15) minutes before the Library’s closing time (8:45 p.m. or 4:45 p.m., as applicable). If use extends beyond the Library’s usual closing time, the User will be charged a \$50 service fee and suspended from use of Library Space for a period of one (1) year.

2. The Library sets legal criteria to qualify for the use of Library Space under this Policy. For example, the Library sets the times Library Space is available for patrons to use. It is the Library Director’s (the “Director”), or their designee’s responsibility to determine if a proposed User meets such criteria. Any person who disagrees with the Director’s determination regarding access to Library Space may appeal that determination to the Library Board of Trustees (the “Library Board”). Such appeal must be submitted in writing no less than seven (7) days from receipt of the denial. The appeal should include a written statement asserting why the proposed use of Library Space meets the criteria set forth in this Policy

3. Library programs and events take precedence over all other use of Library Space. Upon written notice to a User, the Library may pre-empt reservations for Library Space if the Library Space is needed for Library purposes. In such cases, the Library will make every effort to

find alternative space within the Library for the User or re-schedule the reserved use of the Library Space.

4. Users shall be responsible for reading, understanding, and enforcing this and any other applicable Library Policy. All Users of Library Space must sign and submit to the Library a written acknowledgement of their understanding of this Policy and their responsibilities under it. Such acknowledgement is attached to this Policy as **Exhibit A** (the “User Acknowledgement”). If a User is a group, the group shall designate an individual eighteen (18) years or older to act as the group’s representative (the “Designated User”) and execute the Acknowledgement Form. For the purposes of this Policy, any reference to a “User” shall also be a reference to a “Designated User.” The User Acknowledgement shall be valid for a period of one (1) year, after which another User Acknowledgement must be executed. A User shall not be permitted to reserve Library Space until a signed User Acknowledgement is submitted.

5. The Library must be notified through the Library website’s reservation system of cancellations of Library Space reservations as soon as the Library User is aware of the need to cancel, but no less than twenty-four (24) hours before the reserved time. Failure to notify the Library of cancelled reservations more than three (3) times in a calendar year may result in a loss of Library Space privileges for up to one (1) year.

6. As a condition of use, and upon conferring with law enforcement, the Library may require a User to provide security for a proposed use of Library Space to address a heightened risk of disruption of Library operations due to the proposed event. The Library will keep a written record of the reason(s) for any decision to require security. The User’s contract for the provision of security services at the applicable event must include a waiver of liability and indemnification of the Library, and the Library must be named as an additional insured on the security company’s certificate of insurance, a copy of which must be provided by the User to the Library in advance. If the requirement for security cannot be met, the applicable event can not be held at the Library. Whenever possible, an assessment of security needs will be performed at least a week in advance of a proposed use of Library Space, but to protect the overall mission of the Library to serve the community, the Library will exercise this condition at any time before the start of an event. Any decision of the Library to require a User to provide security may be appealed in writing to the Library Board within seven (7) days of the User’s notification of such decision. Any appeal of a decision to require security will be finalized within sixty (60) days of receipt.

7. No publicity of any use of Library Space shall be released before the User’s reservation has been approved via a notification from the Library’s online reservation system. All press releases, social media posts intended to advertise a meeting or event to the general public, and other publicity items mentioning the Library as a location of any event must be submitted to the Library prior to their intended distribution or publication date. Excepting Affiliated Entities, as described later in this Policy, use of Library Space may not be publicized in a manner that indicates Library sponsorship, affiliation, or support of the intended activity. All publicity must include the following statement “This program is neither sponsored by nor affiliated with the Bethlehem Public Library. The viewpoints of any speakers are solely those of the speaker and not the Library, the Library staff, or the Library Board of Trustees.” Users may not use the name,

telephone number, e-mail address, or physical address of the Library as the official address or headquarters of their organization.

8. Library Space is not intended for personal social events such as birthday parties, baby showers, and other personal celebrations.

IV. Permitted Uses of Library Space

A. *Library Card Holders “Room Check out”*

1. Library Space may be reserved for small group use through “Room Check Out” by Bethlehem Public Library cardholders on the Library website.

2. The purpose of Room Check Out is for Bethlehem Library cardholders to use Library Space for a specific purpose such as a small meeting or discussion group that is not required to be open to the public.

3. Library Space made available under the Room Check Out process is limited to a maximum attendance of twenty-five (25) people in either the Board Room or the Community Room and a minimum attendance of four (4) people for the Board Room and six (6) people for the Community Room.

4. Room Check Out reservations will not be accepted more than six (6) months in advance and must be made more than five (5) days before the Room Checkout. Library Space may be available for day-of Room Check Out without a reservation on a first-come, first-served basis. Day-of use is not guaranteed and will be granted based on availability, Library needs, and other existing reservations. Furniture may not be moved for day-of use.

5. If a User is more than thirty (30) minutes late for a reserved time the reserved Library Space may be made available for other Users.

6. To ensure broad access, Room Check Out is limited to one reservation per Bethlehem Library cardholder per month.

7. Users acting in coordination with each other may not reserve Library Space through Room Checkout for more than four (4) continuous hours on any one day.

B. *Community Organization Use*

1. Library Space is available for reservation through the Library’s website by not-for-profit entities with a stated mission of serving the local community (“Community Organization.”). For the purposes of this Policy, a “Community Organization” shall be defined as an entity affiliated with a mailing address in Albany County that is either: (i) a 501(c)(3) non-profit, charitable entity registered with the Internal Revenue Service and/or (ii) a charitable entity registered with the New York State Attorney General’s Charities Bureau; and/or (iii) a not-for-profit entity registered with the New York Department of State Internal Revenue Service documentation showing a current

501(c)(3) designation or New York Attorney General Charities Bureau documentation showing current registration is required to complete a reservation.

2. The purpose of Community Organization use of Library Space is to gather for a specific purpose such as a meeting or a presentation that must be open to the public.

3. Library Space made available for Community Room use is limited to a maximum attendance of twenty-five (25) people and a minimum of four (4) people in the Board Room and a maximum of sixty-five (65) and a minimum of six (6) people in the Community Room.

4. Reservations for use of Library Space will not be accepted from Community Organizations more than six (6) months in advance, but must be made more than five (5) days before the intended use of Library Space.

5. If a User is more than thirty (30) minutes late for a reserved time the reserved Library Space may be made available for other Users.

6. To ensure broad access, Community Organizations are permitted (1) one reservation to use Library Space per calendar month.

7. A Community Organization may collaborate or sponsor with other groups to reserve a space (Sponsoring Community Organization). The reservation must be made by the Sponsoring Community Organization under the terms of this policy. The Sponsoring Community Organization must disclose all collaborating groups and organizations. Failure to disclose a sponsorship shall result in suspension of a the Sponsoring Community Organization's right to reserve Library Space under this Policy for not less than one (1) year.

C. *Facility Use Contracts*

1. Individuals or entities, including those that do not meet the definition of Community Organization, seeking use of Library Space on a one-time or recurring basis for a gathering they do not wish to be open to all Library patrons may enter into a "Facility Use Contract," as developed by the Library and subject to payment of a uniform rental fee.

2. Library Space made available under a Facility Use Contract is limited to a maximum attendance of twenty-five (25) people in the Board Room and sixty-five (65) people in the Community Room.

3. Reservations for use of Library Space under a Facility Use Contract will not be accepted more than six (6) months in advance, but must be made more than forty-five (45) business days before the intended use of Library Space.

4. To ensure broad access, groups and individuals may reserve space under a Facility Use Contract once every forty-five (45) days

5. Individuals or groups seeking a Facility Use Contract must submit a completed “Application for Facility Use,” available on the Library’s website. Filling out this form does not guarantee that the Library will provide the requested Library Space.

6. Once an “Application for Facility Use” is accepted by the Library, the User or Designated User, and the Library must execute a Facility Use Contract.

7. Users may not advertise or promote use of Library Space under a Facility Use Contract using the name or address of the Library until a Facility Use Contract is executed by all parties and the applicable fee is paid.

8. A rental fee chart shall be posted on the Library’s website or otherwise made available upon request. Payment of any rental fee is due at time of confirmation of reservation.

D. *Affiliated Entities*

“Affiliated Entities” are those entities that, through a written and duly signed agreement with the Library (an “Affiliation Agreement”), offer events, services, and programs at the Library, in affiliation with the Library. *Unlike other uses of Library Space, Affiliation Agreements may allow for sales and other generally restricted activities, as determined by the Affiliation Agreement. Executed Affiliation Agreements are part of the public record and may be reviewed upon request.*

E. *Required Training and Announcement*

1. For use of Library Space under the Community Organization or Facility Use Contract provisions above, the User or Designated User shall be required to complete a Library training regarding this Policy prior to use of Library Space. The training will be made available by video to view through a home computer or personal device or may be viewed at the Library. The video will be made available in at least the two most common languages spoken in the Bethlehem School District based on data provided by the School District, or as otherwise required by law. Training expires after one (1) calendar year or when a group appoints a new Designated User, after which it must be re-completed.

2. Prior to the start of use of a Library Space under the Community Organization or Facility Use Contract provisions above, the User or Designated User shall read out an announcement using a standardized script provided by the Library, stating the rules for use of the Library Space. This statement will include the fact that Library staff have the authority to end the event, or to direct the Designated User to end the event, if the policy parameters set out in the statement are not met.

V. Prohibited Uses of Library Space

1. The following items/activities are prohibited when using Library Space:

- Any use of glitter

- The use or consumption of alcohol
- The use of smoking mechanisms, including, but not limited to cigarettes and vapes
- The use of open flames
- The use of machinery that produces smoke
- Gambling activities that include the wagering of transferrable funds

2. With the exception of the Friends of the Bethlehem Library, no person may use any part of the Library or the Library grounds to engage in any activity that includes the exchange of money. This includes, but is not limited to, the sale of goods or services, promotional giveaways and raffles, and the sale of membership in any group, regardless of the group's not-for-profit status.

3. Any person found to be performing prohibited activities in Library Space will face consequences under this Policy and the Patron Conduct Policy, including, but not limited to a suspension of use of Library Space, and if such use is criminal, may be referred to law enforcement or another appropriate authority.

VI. General Rules for Room Use

1. These "General Rules" supplement all other Library policies, as applicable, including, but not limited to the Patron Conduct Policy and Solicitation and Distribution Policy. Violation of this Policy may also be addressed as a violation of any other applicable Library policy.

2. The Library cannot provide operators for audiovisual equipment. Library staff may provide instruction for operation of equipment as needed, with advance notice. Library Space set-up configurations can be selected at the time of booking. Special set-up requests may be accommodated within reason depending on availability of staff. Changes in set-ups and equipment requirements must be submitted in writing to the Director at least forty-eight (48) hours in advance of the reserved time. Users may request instruction for operation of equipment from Library staff no less than five (5) days prior to use of the Library Space. Such instruction shall be scheduled at the convenience of the Library.

3. Users should check-in at the Library front desk when they arrive for a reservation. Library staff will make the applicable Library Space available as soon as they are reasonably able, but in no event prior to the reserved time.

4. The Library Director, staff, and any member of the Library's Board, shall have access to all Library Space at all times. The Library retains the right to monitor all use of Library Space to ensure compliance with this and other Library policies.

5. No use of Library Space event may impede the business of the Library, other patrons' use of the Library, or the ability of patrons and staff to move freely about the Library. Overflow crowds for any use of Library Space shall not be permitted in the hallways. The User or Designated User shall ask all persons creating an overflow crowd to leave. If such overflow crowd does not disperse in a timely manner, subject to a verbal warning, the Library reserves the

right to ask those refusing to disperse to leave the Library premises (including the Library building and outside grounds) for the day.

6. If Groups or individuals refuse to comply with verbal directions from Library staff the Bethlehem Police will be contacted to escort the group or individuals from library property. This paragraph shall also apply to instances in which a User fails to vacate Library Space more after the end of their reserved time.

7. If there is an injury to any person, or damage to property during use of Library Space, the User or Designated User must alert the Library staff. If there is an emergency, the User or Designated User must call 911 first, then notify Library staff.

8. All children under the age of nine (9) present in Library Space accessed under this Policy must be accompanied by an adult aged eighteen (18) years or older, with at least one (1) supervising adult for every eight (8) children under the age of 9. At no time shall children under the age of 9 be left alone or unsupervised in a reserved room. A minimum of two adults is recommended for any group.

9. The Library does not provide storage space for Users during events and assumes no responsibility for equipment or personal articles belonging to individuals using Library Space.

10. The Library does not supply food, beverages, utensils or supplies. Library Space must be left clean and all trash put in receptacles. The Library will charge a minimum of \$50 if extra custodial service is necessary. All food, beverages, and supplies must be removed from the Library refrigerator at the end of the meeting. The Library will not accept donations of leftover food or beverages.

11. To screen a film or other recording, a User must secure public performance rights and provide the Library with proof of such rights before the reservation will be confirmed. The reservation will be held in pending status until seven (7) days prior to the planned use of Library Space. If the rights have not been secured by this time the pending reservation will be canceled. The Library is not responsible for securing these rights, nor is it liable for a User's violation of copyright or other law.

12. The Library reserves the right to interrupt, stop, or cancel an event when, in the sole judgment of the Library, such an act is necessary in the interests of public safety and/or use is in violation of this policy. User waives any claim for damages or compensation should the event be interrupted, terminated, or cancelled."

VII. Violations of Policy

1. Violations of any part of this or any other applicable Library policy during the planning, publicity, use, or aftermath of any use of Library Space shall be grounds for denial of future Library Space use of the individual, group, User or Designated User who reserved the room and/or signed User Acknowledgement Form. Such denial may be for a time period of one (1) one year or permanently for repeated violation. Any revocation of privileges will be sent to the User or

Designated User in writing no later than seven (7) days following the event that gave rise to the revocation. Such revocation may be *appealed* to the Library's Board in writing within fourteen (14) days following the User's receipt of written notice of the revocation.

DRAFT



Proposal Summary

May 9, 2024

II. CM Proposal Fee/Amount and Breakdown

Below is a Breakdown of Construction Management Fees per the Identified Categories.

A. Professional Base CM Fee

Pre-Construction Services <i>*Project Estimating Included</i>	\$155,000
Construction Services	\$1,385,000
Financial Management	\$37,500
Project Closeout	<u>\$65,000</u>
Base Proposal Amount	\$1,642,500

Schoolhouse Construction:

A handwritten signature in black ink, appearing to read "E. Robert", is written over a horizontal line.

Eric Robert, President

Date: 5/9/24

Proposal Accepted by BPL:

Date: _____

WHEREAS, on December 5, 2023, the community group Bethlehem Neighbors for Peace (the “Group”) hosted an event (the “Event”) at the Bethlehem Public Library (the “Library”); and

WHEREAS, on December 5, 2023 while the Event was ongoing, the Library Director ejected two (2) individuals from the Event on the basis of violation of the Library’s Patron Conduct Policy, but was unable to fully respond to all instances of unauthorized behavior during the Event; and

WHEREAS, in response to specific complaints from Library patrons, on December 11, 2023, the Library Board of Trustees (the “Board”) passed a resolution to consider sanctions against the Group related to the conduct of individuals at the Event in violation of the Library’s policies, including the Patron Conduct Policy (the “December Resolution”); and

WHEREAS, after receiving additional complaints regarding the conduct of individuals at the Event, the Library has investigated such complaints and reviewed the behavior of additional individuals at the Event in relation to the Patron Conduct Policy; and

WHEREAS, upon such investigation and review, the Library found numerous additional instances of patron behavior at the Event that were in violation of the Library’s Code of Conduct; and

WHEREAS the Library is not able to determine the identity of all individuals in violation of the Library’s Patron Conduct Policy or potentially in violation of the Library’s Patron Conduct Policy at the Event; and

WHEREAS, the Library has concluded that it is not able to equitably impose sanctions against all individuals who acted in violation of the Patron Conduct Policy at the Event; NOW THEREFORE

BE IT RESOLVED, in the interest of equitable application of its policies, no sanctions will be imposed by the Board on the Bethlehem Neighbors for Peace pursuant to the December Resolution; and

BE IT FURTHER RESOLVED, also in the interest of equitable application of its policies, the Board shall impose no further sanctions against anyone in attendance the night of the Even based on violations of the Code of Conduct at the Event.

Animals in the Library policy
Policy adopted by Library Board of trustees October 11, 2016

40

Bethlehem Public Library recognizes legal rights under federal and state laws regarding use of service animals. The Library also considers the safety and health of all of its patrons, the public and Library staff to be of utmost priority.

Patrons are not permitted to bring animals into any Library building with the exception of the following:

Service Animals

In accordance with the Americans With Disabilities Act, any patron with a disability is allowed to bring their service animal into all areas of the Library where members of the public are normally allowed to go.

A service animal is defined as an animal “that has been individually trained to do work or perform tasks for an individual with a disability.” The task(s) performed by the animal must be directly related to the person’s disability. Service animals in training are included in this definition.

All service animals must be under the full custody and control of their handler at all times. Service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal’s work or the owner’s disability prevents using these devices. In that case, the individual must maintain control of the service animal through voice, signal, or other effective controls. Owners of the service animals are solely responsible for the supervision and care of the service animal. Therefore, owners must keep the service animal directly with them at all times.

Staff may ask if an animal is a pet or a service animal required because of a disability. Owners of service animals or service animals in training will indicate that they are working animals and not pets. A patron cannot be asked to remove their service animal from the Library unless the presence, behavior or actions of the service animal constitutes an unreasonable risk of injury or harm to property or other persons. In these cases, Library staff will give such patron the option to obtain Library services without having the service animal in the building.

Fear of allergies, annoyance on the part of other patrons or employees or fear of animals are generally not valid reasons for denying access or refusing service to people with service animals.

Library-Sponsored Programs

The Library may choose to offer educational programs for the public that include various animals. Such animals are permitted in the Library building for the duration of the program and must be accompanied by the owner at all times.

Reviewed by Policy Committee 5/1/24
First Read 5/13/24
Second Read 6/10/24

Animals in the ~~Library~~ policy
Policy adopted by ~~Library~~ Board of trustees October 11, 2016

41

~~Bethlehem Public Library recognizes that some patrons may have service animals, which are trained to assist or accommodate a person with a sensory, mental, or physical disability or to perform tasks for the benefit of a disabled individual.~~

Bethlehem Public ~~Library~~ recognizes legal rights under federal and state laws regarding use of service animals. The ~~Library~~ also considers the safety and health of all of its patrons, the public and ~~Library~~ staff to be of utmost priority.

Patrons are not permitted to bring animals into any ~~Library~~ building with the exception of the following:

-

Service Animals ~~(service animals in training):~~

In accordance with the Americans With Disabilities Act, any ~~person-patron~~ with a disability is allowed to bring their service animal into ~~the library~~.

~~Individuals with disabilities may bring their service animals into~~ all areas of the ~~Library~~ where members of the public are normally allowed to go.

A service animal is defined as an animal “that has been individually trained to do work or perform tasks for an individual with a disability.” The task(s) performed by the animal must be directly related to the person’s disability. ~~Service animals in training are included in this definition.~~

All service animals must be under the full custody and control of their handler at all times. Service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal’s work or the owner’s disability prevents using these devices. In that case, the individual must maintain control of the service animal through voice, signal, or other effective controls. Owners of the service animals are solely responsible for the supervision and care of the service animal. Therefore, owners must keep the service animal directly with them at all times.

~~A service animal is defined as an animal “that has been individually trained to do work or perform tasks for an individual with a disability.” The task(s) performed by the animal must be directly related to the person’s disability.~~

~~Users of service animals are not required to show papers or to prove a disability. Documentation is not required. Service animals are not required to be licensed or certified by a state or local government or training program, or be identified by a special harness or collar.~~

Staff may ask if an animal is a pet or a service animal required because of a disability. Owners of service animals or service animals in training will indicate that they are working animals and not pets. ~~Terms used may include assistance, service, guide, hearing or helping animal. Staff may not ask about the owner’s disability. Any animal identified as a service animal must be admitted.~~

A ~~person-patron with a disability~~ cannot be asked to remove ~~his or her-their~~ service animal ~~or service animal in training~~ from the ~~Library~~ unless the presence, behavior or actions of the service animal constitutes an unreasonable risk of injury or harm to property or other persons. In these cases, ~~Library~~ staff ~~should-will~~ give ~~the-such person with the disability-patron~~ the option to obtain ~~Library~~ services without having the service animal ~~or service animal in training~~ in the building.

Fear of allergies, annoyance on the part of other patrons or employees or fear of animals are generally not valid reasons for denying access or refusing service to people with service animals, ~~or service animals in training.~~

LibraryLibrary-Sponsored Programs

The libraryLibrary may choose to offer educational programs for the public that include various animals. Such animals are permitted in the libraryLibrary building for the duration of the program and must be accompanied by the owner at all times.

Reviewed by Policy Committee 5/1/24

First Read 5/13/24-

Second Read 6/10/24

Violation of Policy

~~Owners of pets will be asked to remove them from inside the library building or in areas outdoors if they impede anyone's progress into or out of the library.~~

Bethlehem Public Library
COMMUNITY BULLETIN BOARD AND LITERATURE RACK

Policy adopted by the Board of Trustees May 11, 2015

Community notice space

The bulletin board and literature rack near the Library entrance are available for non-commercial announcements of cultural, social or entertainment activities, as well as passive distribution of literature and free community publications. Materials will not be excluded because of the origin, background or the political or religious views of those contributing to their creation.

Bulletin board

The bulletin board will be used for posting single copies of an item not to exceed 8½-by-11 inches in size. Notices must be presented to Library staff to ensure they meet policy guidelines, at which point they will be dated. Items will be removed by Library staff once the event date has passed or in two weeks or as space or time permit. Items may be resubmitted after two weeks.

Literature rack

Literature, community publications and free newspapers and periodicals of local interest will be allowed if appropriate space is available.

General rules and guidelines

- Material can only be posted or displayed for:
 - Government agencies
 - Organizations with 501(c)(3) designations
 - Charities registered with New York State
- Priority will be given to events or organizations within the towns of Bethlehem and New Scotland. Because of space and time limitations, some notices may not be posted.
- Notices and publications should be suitable for viewing by all ages.
- The Library reserves the right to dispose of any unsolicited printed material based on available space.
- Items may not be posted on walls, windows or doors adjacent to the bulletin board or literature rack.
- Notices or materials posted without authorization will be removed.
- The Library assumes no responsibility for the preservation or protection of any materials delivered for posting. Materials will not be returned.

Reviewed by Policy Committee 5/1/24

First Read 5/13/24

Second Read 6/10/24

Bethlehem Public ~~Library~~Library COMMUNITY BULLETIN BOARD AND LITERATURE RACK

Policy adopted by the Board of Trustees May 11, 2015

~~*Updated xxxxxxxx*~~

Community notice space

The bulletin board and literature rack ~~to the right of~~near the ~~library~~Library entrance are available for ~~public~~non-commercial announcements of cultural, social or entertainment activities, as well as passive distribution of literature and free community publications. Materials will not be excluded because of the origin, background or the political or religious views of those contributing to their creation.

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The bulletin board will be used for posting single copies of an item not to exceed 8½-by-11 inches in size. Notices must be presented to ~~library~~Library staff to ensure they meet policy guidelines, at which point they will be dated. Items will be removed by ~~library~~Library staff once the event date has passed or in two weeks or as space or time permit. Items may be resubmitted after two weeks.

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 - Government agencies
 - Organizations with 501(c)(3) designations
 - Charities registered with New York State
- Priority will be given to events or organizations within the towns of Bethlehem and New Scotland. Because of space and time limitations, some notices may not be posted.
- ~~All age groups use the library on a regular basis.~~ Notices and publications should be suitable for viewing by all ages.
- ~~The library will visibly post a notice near the bulletin board stating that it does not advocate or endorse the viewpoints of the materials posted.~~
- The ~~library~~Library is not responsible for maintaining or storing the supply of materials and reserves the right to dispose of any unsolicited printed material based on available space.
- Items may not be posted on ~~adjacent~~walls, windows or doors adjacent to the bulletin board or literature rack.
- Notices or materials posted without authorization will be removed.
- ~~The~~ ~~library~~Library assumes no responsibility for the preservation or protection of any materials delivered for posting. Materials will not be returned.

- ~~• Materials that support or oppose current candidates or ballot measures may be given to staff to be displayed. The library is not responsible for maintaining these materials and takes no position on campaign issues.~~

~~CW thinks that a closing bullet to this effect is a good idea.~~

Reviewed by Policy Committee 5/1/24

First Read 5/13/24

Second Read 6/10/24

CW feedback to PCommittee 5-1-24